WANG PROFESSIONAL COMPUTER

Notebook User Guide

WANG

The Wang Professional Computer Notebook User Guide

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PREFACE

The Wang Professional Computer Notebook User Guide explains the uses of the PC Notebook. Chapter 1 presents an overview, introducing the PC Notebook, describing its functions and applications, and telling some of the preliminary information necessary to getting started. Chapter 2 is a training unit. By following the detailed instructions, you can learn to perform all of the main functions of the PC Notebook: entering, searching for, printing, and modifying notes, and creating new notebooks.

You can refer to Chapters 3 through 8 for a description of the various functions that the Notebook can perform and an explanation of how to use each of the functions. Chapter 3 tells how to create a new notebook; Chapter 4 discusses how to edit an existing notebook while Chapter 5 tells how to change the name of a notebook. Chapter 6 describes how to print out a note or notes; Chapter 7 explains how to protect your files by backing them up and then recovering them, and how to restore a damaged index. The options available when you combine the functions of the PC Notebook with those of the Wang Voice Attachment unit are the subject of Chapter 8.

The appendices supply important supplementary information. Appendix A lists the messages on the PC Notebook and their meanings. Appendix B describes how to use the diskettes on a dual diskette drive, while Appendix C describes how to use the PC Notebook in conjunction with a Winchester drive. Appendix D tells how to create a menu selection for the PC Notebook on the Applications Menu so that you can run the PC Notebook exclusively from menus. Appendix E explains the file name conventions used by the PC Notebook. The data base of the model notebook is listed in Appendix F.

You need an understanding of the Wang Professional Computer to use the PC Notebook. If you are not already familiar with the Wang Professional Computer, read the appropriate chapters of the <u>The Wang Professional Computer Introductory Guide</u> before you begin to use the PC Notebook.

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CHAPTER 1
INTRODUCTION

1.1 WHAT IS THE PROFESSIONAL COMPUTER NOTEBOOK?

The Wang Professional Computer Notebook is a data base program that can help you file and store data for quick future reference. Each notebook is composed of individual notes of up to 234 characters (three lines long). Anytime you need to store short notes such as addresses, telephone numbers, or summaries of meetings, the PC Notebook is useful. Once you write a note and store it, you can reference it quickly and easily by entering the first few letters of any word in the note. The note(s) containing those initial letters appear on your screen almost immediately. For example, if you wish to send a mailing list to your salesmen in Massachusetts, you can enter MA (or ma or any combination of capitals and small letters) as a search word. On your screen, the notes containing MA appear in the sequential order in which you entered them. Figure 1-1 shows an example of the screen that appears in searching for salesmen in Massachusetts. Figure 1-2 shows an example of a more specific search: salesman Ford in Massachusetts.

	List of Salesmen #0001	Select Note To Edit
	- MA	
	MMr. Carl Smith 35 Standard Rd. Manchester, MA	
	Mr. Jerrell Borsey 128 Windham St. South Nadley, MA	••••••••••••••••••••••••••••••••••••••
•	Ms. Alice Ford 3 Ridgefield Terrace Lowell, MA	***************************************
• .	Ms. Andrea Palmerston 2134 Van Housen St. Marlborough, MA	
• .	Mr. Alexander Bufford 6 Windemere Dr Wellesley, NA	

Figure 1-1. A Search for Salesmen in MA

If you want to find the name of a certain salesman named Ford from MA, enter:

Ford MA

The note containing this name appears on the screen.

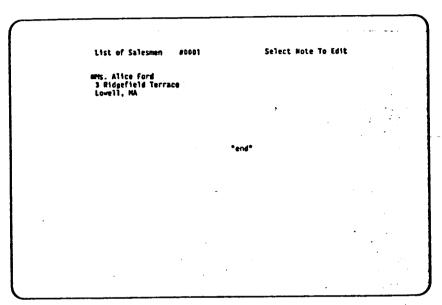


Figure 1-2. Search for Salesman Ford in MA

1.2 THE APPLICATIONS OF THE PC NOTEBOOK

There are many possible ways to use the PC Notebook. The following is a list of just a few of them.

	Available literature
Telephone directory:	
Index of part numbers	Inventory by department
Customer list with phone numbers	To-do lists
Outstanding stock market offers	Personnel records
Vacation schedules	Budget items
Open cases in a law firm	Insurance agency performance
Recipes	Addresses
Telephone numbers	Vendors' names
Memos	Diary
Inventory	Publications
Sales quota by month	Accounts receivable listing
Order backlogs	Price lists
Material descriptions	Labor sources and supply
Open policies	Medical patients by category
Budget preparation	Summaries of meetings

Introduction

1.3 FUNCTIONS OF THE PC NOTEBOOK

The PC Notebook performs four distinct functions.

- Creation of a new notebook
- Editing of existing notes
- Printing of notes
- Dialing a phone number

The following subsections summarize the four functions of the PC Notebook. These functions are explained in great detail in the remainder of this manual.

1.3.1 Create

The Create facility allows you to produce a new notebook. If you have data of a distinctly different category from what you have in your other notebooks, you need a new notebook in which to store the notes. After you select Create from the PC Notebook Menu and enter the name of the new notebook, five blank notes appear in which you can insert data.

The number of notebooks that you can create is limited only by the amount of available disk space. If you are using a diskette for storage, you can format a new diskette when you run out of space. (For information concerning formatting a diskette, see The Wang Professional Computer Introductory Guide.) If you are using the Winchester, you are limited by the space available to you on the Winchester drive.

Each notebook can occupy only one diskette. A notebook cannot run over to another diskette since you could not access the whole data base at any one time if the notes from one notebook were on two separate diskettes. In addition, you must remember to label the diskettes clearly so that you can locate a particular notebook easily.

1.3.2 Edit

The Edit facility allows you to:

- Search for existing notes
- Modify the text of a note
- Add notes to the notebook
- Delete note(s)
- Insert new text in an existing note
- Copy existing notes

Searching for Existing Notes

The PC Notebook provides two methods of retrieving notes. You can retrieve the whole notebook and display it screen by screen in the sequential order in which you entered the notes, or you can search for notes containing key words that you enter on a search line. The note that you find contains all of the search items that you enter on the search line.

Modifying the Text of Notes

When you select a note for editing, lines appear under the text of the note. These lines indicate that you can now modify the text of that note. You can insert or delete a few letters; you can completely revise the note; or you can insert new text into the note by overwriting the note that is already there.

Adding Notes to the Notebook

If you wish to add new notes to your notebook, you can press the NOTE key. A screen of five blank notes appears. You can enter text in the spaces provided. They appears in the sequential order in which you entered them as the last notes in your notebook.

Deleting Notes

You can delete a whole note by positioning the cursor and pressing the DELETE key.

Copying a Note

The COPY key allows you to reproduce an existing note. When you use the copy facility, a copy of the note appears as the last note in the notebook.

1.3.3 Output

The print facility allows you either to print all the notes in a notebook or to select and print notes of your choice.

1.3.4 The Wang Voice Attachment Unit

The PC Notebook supports a user interface to the Wang Voice Attachment Unit. Using the PC Notebook in conjunction with this telephone device allows you to automatically dial numbers stored in the PC Notebook.

1.4 THE HELP FACILITY

If you get confused while using the PC Notebook, press the HELP key to access a series of messages that provide assistance in using the PC Notebook.

Introduction

1.5 GETTING STARTED

This section presents some of the preliminary information that you need to know to begin using the PC Notebook. Before you begin creating notebooks, yo should know whether all of the files required to run the PC Notebook are present on your diskette, and what the file name conventions are. You should also know how to organize your data, what a menu is and how to choose options from it, what the command keys for menu selection are, how to enter and change the drive designation so that the PC can read your data, and how to use the System diskette to access the Wang PC Notebook. Each of these topics are discussed below.

1.5.1. Checking the Files on the PC Notebook Diskette

Before you get started, you might want to check the diskette to see all the different files that compose the PC notebook. To check your diskette, you must obtain a listing of the disk directory. To obtain a directory:

- Follow the instructions in Subsection 1.5.6, <u>The Preliminary</u> <u>Screens</u>, to access the DOS Command Processor.
- 2. When the prompt appears, you can either:
 - Remove the System diskette from Drive A and insert the PC Notebook diskette in its place.
 - Change the drive to the one in which you put the PC Notebook by typing the letter of that drive followed by a colon after the prompt (A: in the following example). For example, if the PC Notebook were on Drive B, you would enter B: after the prompt:

A:B:

The next time the prompt appears, the letter will be a B, indicating that the system is now reading Drive B:

B:

3. After the prompt, enter the Directory command (Dir) as follows and press RETURN to get a list of all of the files on the PC Notebook diskette. (If the names of the directory fly past your eyes too fast, enter Dir -p or Dir -w to get a slower reading.)

B: Dir

For further information about the Directory Command, see <u>The Wang</u> Professional Computer Introductory Guide.

4. When the list of directory entries appears, check the files in the directory against the list below. Your directory should contain all of the following files:

PCNBKIND.EXE
PCNBKEDT.EXE
PCNBKPRN.EXE
NOTEBOOK.EXE
HELP.MSG
DISP.MSG
EDIT.MSG
PRINT.MSG
SYSNOTE
NO001.NBK
INDEX.NBK
COMMAND.COM

 If your files are in order, the PC Notebook should work as specified by the instructions in this manual. If any files are missing, call the Wang PC Assistance Center, 1-800-343-1098.

1.5.2 Organizing your Data

The PC Notebook can be thought of as a very large filing cabinet. In this filing cabinet are various notebooks. Within the notebooks are notes. Figure 1-3 shows how the PC Notebook is organized.

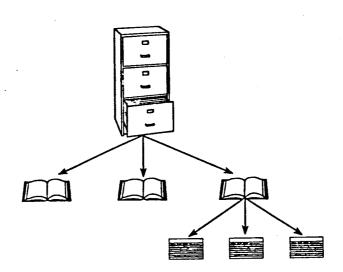


Figure 1-3. The Organization of Data in the PC Notebook

The PC Notebook can be very large, containing an almost unlimited number of notes and notebooks. To use the PC Notebook most efficiently, you should organize the information in it carefully. The names of the notebooks should reflect their contents. All the contents of a notebook should be of a similar theme, e.g., the telephone number notebook should contain telephone numbers exclusively; the personnel notebook should only contain a list of the personnel. This type of organization helps you to find individual notes quickly and easily.

1.5.3 The Hardware Configuration

Although it is technically possible to run the PC Notebook on one drive, the storage requirements of the PC Notebook diskette leaves little additional space for the notebooks. Using a single diskette drive is therefore impractical. It is advisable to use dual diskette drives or a Winchester drive when using the PC Notebook.

1.5.4 Menu Selection

A menu is a list from which you select an item, similar to the way you do choose an item from a menu in a restaurant. On a computer, however, you select a certain process, program, or type of program. For example, Figure 1-4 shows the Main System Menu. On the Main System Menu of the System diskette, there are various options from which to choose: Applications, Conversion Aids, etc.

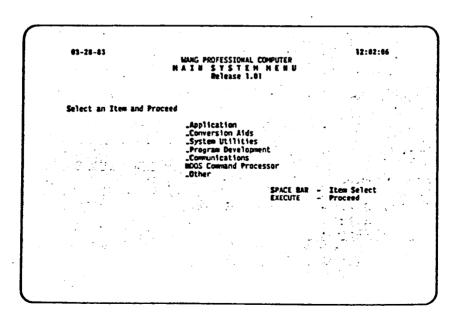


Figure 1-4. The Main System Menu

To make a selection from a nenu, move the acceptance block, the small highlighted cube, to the item you wish to select. As its name implies, when you move the acceptance block to your choice and press EXEC, the selected menu appears on the screen, or the selected program is executed.

.5.5 Command Keys for Menu Selection

The PC keyboard includes command keys that can help you in the selection of menus. Their names and functions are described in Table 1-1.

Table 1-1. Command Keys for Menu Selection

Key Name	Function
Space bar	Moves acceptance block from the top to the bottom of the menu. When the acceptance block reaches the bottom, the next time you press the space bar, the acceptance block jumps to the very top item.
BACKSPACE	Moves acceptance block from bottom to top of the menu. When the acceptance block reaches the top item, pressing BACKSPACE again moves the acceptance block to the very bottom item.
EXEC	Enters your selection.
CANCEL	Causes previous screen to appear.

4.6 The Preliminary Screens

Before you can access the PC Notebook, you must load the operating system into memory. The operating system provides a series of preliminary screens from which to make choices that help you access the PC Notebook. If you do not how to start the system, you should refer to The Wang Professional Computer Introductory Guide for information.

The process of accessing the PC Notebook is depends upon the hardware you have available. For information about accessing the PC Notebook with a double diskette drive, refer to Appendix B, <u>Using Dual Diskettes</u>. For information about accessing the PC Notebook with a Winchester drive, refer to Appendix C, <u>Using a Winchester Drive</u>.

Once the Main System Menu is displayed, you can access the PC Notebook in a number of ways: through the DOS Command Processor or through the Applications Menu.

Introduction

Accessing the PC Notebook through the DOS Command Processor

To access the PC Notebook through the DOS Command Processor:

- 1. Choose the option "DOS Command Processor" from the Main System Menu.
- When the prompt appears (A:, B:, or C: depending on which is the current drive), remove the System diskette and replace it with the PC Notebook diskette if you are using a PC with a single or duadiskette drive. (If you are using a Winchester drive, refer to Appendix C, Using a Winchester Drive.)
- 3. Enter NOTEBOOK next to the prompt as follows:

A: NOTEBOOK

4. Press RETURN. The PC Notebook Menu screen (Figure 1-5) appears indicating that you have gained access to the PC Notebook.

Accessing the PC Notebook through "Other"

You can access the PC Notebook through the "Other" option on the Main System Menu. To access the PC Notebook through the "Other" option:

 Choose "Other" as the menu item on the Main System Menu. A prompt appears at the top of the screen:

File Spec:	

- Remove the System diskette from Drive A and replace it with the PC Notebook diskette.
- 3. Enter <u>Notebook</u> on the line following the prompt. (If you wish to access the PC Notebook through any but the current drive, enter the drive specification before the word notebook as follows: B:Notebook.)
- 4. Press RETURN to access to PC Notebook diskette.

Accessing the PC Notebook through the Applications Menu

To access the PC Notebook through the Applications Menu:

- Create an entry for the PC Notebook on the Applications Menu if it is not there already. Refer to Appendix D, <u>Creating an Application Menu Entry for the PC Notebook</u>.
- 2. Move the acceptance block to PC Notebook on the Applications Menu.
- 3. Remove the System diskette and replace it with the PC Notebook diskette.
- 4. Press EXEC. The PC Notebook Menu appears (Figure 1-5) indicating that you have gained access to the PC Notebook.

Introduction

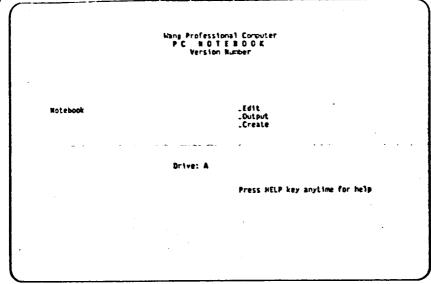


Figure 1-5. The PC Notebook Menu

1.5.7 Entering the Correct Drive

have created. On a dual diskette system, the file can be contained on a diskette reserved especially for the purpose of storing data. To implement most of the functions of the PC Notebook, you must access this data diskette. (An exception to this rule is when you create a new notebook on an unused diskette.)

To run the PC Notebook, you need a file that contains the notebooks that you

To access the data diskette, you must change the drive designation to the one in which you placed the data diskette. If you attempt to access any of the functions of the PC Notebook without changing the drive designation, the screen in Figure 1-6 appears, indicating that you must enter the letter of the correct drive in order to access the data diskette.

Wane Professional Computer PC NOTEBOOK Version Humber

Press EXECUTE To Create Index

Natebook

_Edit _Output _Create

Drive: A

Warning: Index Does Not Exist

Figure 1-6. Drive Messages on the PC Notebook Screen

There are three drives possible for you to use on the PC. Table 1-2 explains which drive designation to enter.

Table 1-2. The Three Drives

Drive	Reason for Use		
λ	Entered if you are using a single drive and the data diskette is on the same diskette as the PC Notebook (as in the model notebook described in Chapter 2). This method is not a recommended practice since the PC Notebook diskette contains little extra space for your notebooks.		
В	Entered if you have a dual diskette system and follow the instructions in Appendix B, placing the PC Notebook diskette in Drive A and the data diskette in Drive B.		
С	Entered if you store all the notebooks on a Winchester drive.		

To enter the correct drive and continue the PC Notebook:

- 1. Press RETURN, and the message disappears.
- Use the space bar to move the acceptance block to the function you wish to execute.
- Press RETURN to move the cursor to the drive message.
- Replace the letter of the current drive with the letter of the drive on which your data can be accessed.
- 5. Press EXEC.

CHAPTER 2 PC NOTEBOOK TRAINING PROGRAM

2.1 **OBJECTIVES**

To help you learn how to use the PC Notebook, you are provided with a model notebook Addresses for Personnel. Appendix F. The Data Base of the Model Notebook, provides a listing of the data base of the notebook. Please refer to this appendix as you do the exercises in this chapter. By following the instructions provided, you should learn how to perform all major functions of the PC Notebook. After reading this chapter, you should be able to:

- Access the PC Notebook
- Search for specific notes
- Modify the text of a note
- Add notes to a notebook
- Delete a note
- Insert new text in an existing note Copy a note
- Change the name of a notebook
- Create a new notebook
- Delete a note
- Print notes

2.2 ACCESSING THE PC NOTEBOOK

To use the PC Notebook, you must access it; that is, you must get into its files. There are a number of ways to do this. For the purpose of this discussion, it is assumed that your Wang PC contains a single diskette drive. If you have a dual diskette drive, see Appendix B, Using Dual Diskettes, for information on how to access the PC Notebook using a dual diskette drive; if you have a Winchester drive, see Appendix C, <u>Using a Winchester</u>, for information on how to read the PC Notebook onto the Winchester and how to access the PC Notebook once it is contained on the Winchester. To access the PC Notebook:

1. Start up your system. If you do not know how to start the system, refer to The Wang Professional Computer Introductory Guide for information.

 Choose the DOS Command Processor from the Main System Menu by using the space bar to move the acceptance block to this option. Press EXEC. The prompt (A:) appears on the screen. Figure 2-1 illustrates how your screen should look.

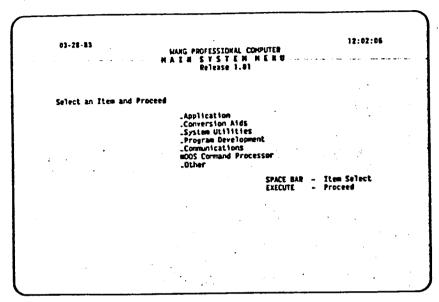


Figure 2-1. The Main System Menu

- 3. Remove the System diskette from Drive A, and put the PC Notebook diskette in its place.
- 4. Type the word Notebook next to the prompt (A:) as illustrated in Figure 2-2.

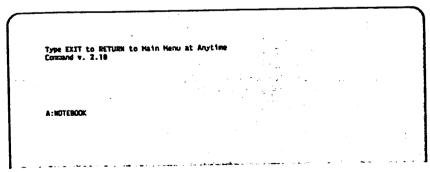


Figure 2-2. Answering the Prompt of the DOS Command Processor

5. Press RETURN. This enters your choice. The PC Notebook Menu appears (Figure 2-3), indicating that you have gained access to the PC Notebook.

2.3 THE EDITING FUNCTIONS

Your notebooks are more flexible than traditional files of information. Traditional files allow you to search for information, add new information, and remove information that is no longer valid. The PC Notebook, however, allows you to do all of these functions electronically. It also allows you to modify the text of notes and to copy notes. The editing functions of the PC

- Notebook are summarized as follows:
 - Search for specific notes
 Modify the text of a note
 - Add notes to the notebook
 - Delete a note
 - Insert new text in an existing note
 - Copy a note

To use the editing functions, you must enter Edit mode as described in the following paragraph.

2.3.1 Accessing the Editing Functions

Just as you need to access the PC Notebook, you need to access edit mode before you can perform any of the editing functions mentioned in Section 2.3. To enter edit mode, choose the edit option from the PC Notebook menu by following these instructions.

- From the PC Notebook Menu screen, select Edit as shown in Figure 2-3 by the following method:
 - Position the cursor and acceptance block next to edit using the space bar if they are not already there.
 - Make sure that A is the current drive. The diskette in Drive A, the PC Notebook diskette, contains the model notebook. If the drive is not on A, you must:
 - -Press RETURN to move the cursor to the Drive message -Type A over the current drive
 - Press EXEC. The Notebook Selection Menu appears as shown in Figure 2-4. When you create many notebooks, there are many listed. In this case, there is only one notebook listed since, at this point, there is only one in the whole PC Notebook.

Wang Professional Computer
PC NOTEBOOK
Version Runber

Hotebook

_Edit
_Dutput
_Create

Drive: A

Press NELP key anytime for help

Figure 2-3. The PC Notebook Menu Screen

- Select the only notebook available, Addresses for Personnel, by following these instructions.
 - Move the acceptance block to the model notebook, Addresses for Personnel, with the space bar if the acceptance block is not already on this selection.
 - Make sure that the acceptance block is on Select Notebook. If it is not, use the TAB or RETURN to move the cursor to the top right of the Notebook Selection Menu where the following menu appears:

-Select Notebook -Modify Name

Then, use the BACKSPACE key or the space bar to move the acceptance block from Modify Name to Select Notebook.

Press EXEC when your screen appears as shown in Figure 2-4.

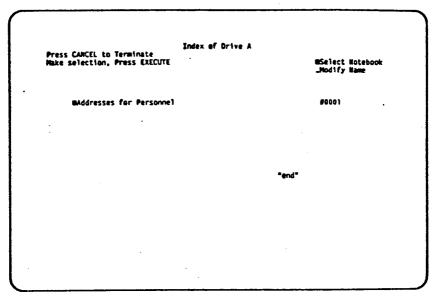


Figure 2-4. The Notebook Selection Menu

2.3.2 Searching for Notes

One function of the PC Notebook is to locate specific notes within each notebook. In other words, rather than searching through an entire notebook for a specific reference, you can locate the note with that reference automatically through the Search facility of the PC Notebook. To search for a note or notes:

- Follow the instructions described in Section 2.3.1 to enter Edit mode if you are not already in it. Once you select Addresses for Personnel, the next screen to appear is the Search screen (Figure 2-5).
- 2. Enter Boston MA on the search line beginning where the cursor blinks as illustrated in Figure 2-5. The Search facility locates a note containing all search items that you entered on the search line. Each item is separated by special separation characters such as a space as in the previous example. See Subsection 4.3.3, Separation Characters, for further information.

Addresses for Personnel #0001		ŧ	Enter search words		
Beston MA					

	•••				
	•••			•••	
	•••				

Figure 2-5. The Search Screen

3. Press EXEC. The Search facility finds the only note in the notebook to contain both Boston and MA. This note appears on your screen as in Figure 2-6.

Address for Personnel #0001	Select Note to Edit		
Boston MA			
mjonah Prentiss 8 Marren Ave. Boston, MA			
		"end"	

Figure 2-6. A Search for Boston MA

- 4. Press SRCH + SRCH again. The use of SRCH + SRCH clears the search line of all previously entered SRCH characters and causes you to enter SRCH mode again.
- 5. Enter MA on the search line. Press EXEC. Observe the results. All words containing the initial characters MA appear on the screen. MA is not specific enough to select only addresses in Massachusetts.
- 6. Press SRCH + SRCH again. The first SRCH causes you to enter Search mode. The second SRCH clears the search line.
- 7. Enter Wang on the search line. Press EXEC. Observe the results. Since Wang does not appear in any of the notes, the message "No
- 8. Enter Search mode again by pressing SRCH + SRCH.

Notes Satisfy Request" appears.

9. Repeat the above proceduring using various search words.

2.3.3 Accessing the Whole Notebook

You may want to access all the notes in your notebook. For example, you may want to edit many random notes within the notebook, or you may want to renew your acquaintance with the text of the whole notebook. To display all the notes in the model notebook, follow these steps.

- Choose the Edit facility as described in Section 2.3.1 to enter Edit mode if you are not already in it. Once you select the model notebook, Addresses for Personnel, the Search screen appears (Figure 2-5).
- 2. Press EXEC if you are entering Edit mode from the PC Notebook menu. If you are already in edit mode and the search line is clear, press SRCH + EXEC. If the search line contains text, press SRCH + SRCH + EXEC. These commands allow you to access all the notes in the notebook. The screen in Figure 2-7 appears.

Addresses for Personnel #6	Select Rote to Edit
mJonathan Lane 1345 Dupont Lane Madison, MI	
Matthew Pivot 534 Tudor Brive London, England	***************************************
Jame Winnipe 967 Rosebud Lame Lansing, MJ	300
Andrew Boyce 6675 3rd Ave. New York, N Y	
Tanya John 563 Walnut Hill Rd. . Bedford, MA	
	more

Figure 2-7. Screen One of the Model Notebook

3. Press NEXT. The message *more* appears at the lower right-hand side of the screen. It indicates that there are still more notes. The next screen load of notes appears as in Figure 2-8.

Addresses for Personnel	*****				Select	Hote	to Edit	
Migor Schrader 234 Wing St. Provincelown, MA			_000					
Paula Anthony 901 Tulip Place Newport, EI		•						
Gregory Turpin 9 Maiden Lane Dover, DE							•	
Erica Mouseman 222 Strawberry Hill Mewark, NJ	N.							
Jonah Prentiss 8 Warren Ave. Boston, MA								
				more				

Figure 2-8. Screen Two of the Model Notebook

5. Press NEXT again. Screen Three (Figure 2-9) appears with the message *end* at the lower right-hand side of the screen to indicate that there are no more notes in this notebook.

Addresses for Personnel	#0001	Select Note to Edit
MPaul Horris		
2 Boy Way		
Framingham, MA		
A	********	
Ayse E. Ozcayir		
136 Payne Dr. Madison, NJ		
MEDISON, NO		**
Erica LaChoix		
16 Jazz Lane		
Hew Orleans, LA	*	
		1+1
Annelise Platt		
47 Jame St.		
St. Albans, VT		•••
Ernest Pincher 332 Novel St.		
Salem, MA		
agrem, FA		
		"end"
		•

Figure 2-9. Screen Three of the Model Notebook

- 7. Press NEXT again. The message "No Next Screen" appears at the bottom left-hand side of screen three of the model notebook (Figure 2-9) to indicate that you have reached the end of your notes.
- 8. Press PREV. The previous screen (Figure 2-8) reappears.
- 9. Press PREV again, and screen one (Figure 2-7) reappears.
- 10. Press PREV again, and the message "No Previous Screen" appears at the bottom left-hand side of your screen to indicate that there are no more screens to access.

2.3.4 Modifying Notes

The notes in your notebook must change as the information contained in them changes. For example, in your model notebook, Addresses for Personnel, you may need to add the names of new employees, delete the names of former employees, or change the addresses of those employees who have recently moved. The facility for changing your notes is part of the editing function. To modify the text of one of your model notes, follow these instructions.

- 1. Choose the Edit facility as described in Section 2.3.1 to enter Edit mode if you are not already in it. Once you select the model notebook, Addresses for Personnel, the Search screen appears (Figure 2-5). Press EXEC to access the whole notebook.
- Use PREV to scan the notebook until you come to the first screen of the model notebook (Figure 2-7) if you are continuing from Subsection 2.3.3 and you are not already on the first screen.
- 3. Select the last note on the screen by the following method:
 - a. Move the acceptance block to the last note on the screen by using the space bar. The first line of text in the selected note becomes highlighted.
 - b. Press EXEC. The note appears as in Figure 2-10 with the cursor blinking under the T in Tanya.

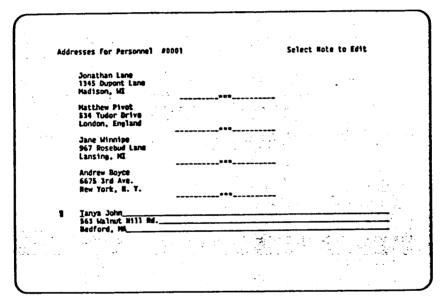


Figure 2-10. Selecting a Note to Modify

- 4. Press RETURN to bring the cursor to the second line since you are going to modify the text on the second line. The cursor now appears under the first character (5) on the second line.
- 5. Type 13 Elinor Rd. over the original address. The entry now appears as follows:

1	Tanya John
_	13 Elinor Rd.11 Rd
	Bedford, MA

t	
6.	13 Elinor Rd. When you finish, the extra characters are gone an the note appears as follows:
	Tanya John
7.	Press the key with the arrow pointing left (the left cursor contro key) to move the cursor to the numeral 1 under 13 in 13 Elinor R since you realize that 23 Elinor St. is the correct address. The note appears as follows:
	Tanya John
8.	Press the 2 key to overwrite the 1 that is there already. When yo are finished, the note appears as follows:
	Tanya John
9.	Press the key with the arrow pointing right (the right curso control key) to move the cursor to the R of Rd. so that you can change Rd. to St. Your note appears as follows:
	Tanya John
10.	Overwrite Rd. by entering St. The note appears as follows 1 Tanya John 23 Elinor St
	Bedford, MA
11.	Next, you realize that Tanya John lives in Old Bedford rather that Bedford. You, therefore, wish to insert Old before Bedford in the third line of text. Use RETURN to move the cursor below the B of Bedford.
	Tanya John
12.	Press the INSERT key four times. The text moves right four spaces and appears as follows:
	Tanya John
13.	The cursor blinks on the third line, in the column directly under the 2 of 23 as illustrated below.
	Tanya John
	Dr. Notabook Training Program

14.	Enter Old in the space provided. The Note now appears as follows:
	Tanya John
15.	You realize that the name of the city is New Bedford, not Ol Bedford, and you wish to change it. Press BACKSPACE three times The text appears as follows:
	Tanya John
16.	Enter Now. Your note is as follows:
	Tanya John
17.	Press RETURN. The cursor appears below the T of Tanya. Pres RETURN twice more to bring the cursor to the N of Now.
18.	Bring the cursor to the o of Now using the left cursor control key.
19.	Replace the o with an e. The note appears as follows:
	Tanya John
20.	PRESS EXEC TO ENTER YOUR CHANGES. It is important to remember the until you press EXEC, your changes can be lost. EXEC writes the changes onto the diskette so that you can retrieve the information

later.

21. Now press EXEC again to re-edit the note and to return it to its original form. Use the skills that you learned in this subsection to revise the note to its former form. When you are finished, the note should take the original form:

> Tanya John 563 Walnut Hill Rd. Bedford, MA

press EXEC to indicate that you wish to edit the note. Overwrite Andrew Boyce with the name Thornton Jameson. Move the cursor to the J of Jameson and use the INSERT key to move the text two spaces the right. Insert the middle initial R. Use the RETURN key to move the cursor to the second line of this note. Now modify this line using the cursor control keys, the DELETE key (See number 6 in this section) and the INSERT key (See number 12 in this section).

22. Move the acceptance block to Andrew Boyce using the space bar, and

- 23. Use the editing facility again to overwrite the name Thornton Jameson with the original name, Andrew Boyce. Use the DELETE key to delete any extra characters.
- 24. Continue to modify the notes on this screen until you are comfortable with the control keys for the editing functions (RETURN, BACKSPACE, left cursor control, right cursor control, INSERT, DELETE, and EXEC to enter changes). Remember to restore the original text when finished.

2.3.5 Entering New Notes into your Notebook

As your information changes, you will enter new notes into your notebook. For example, in the sample notebook, <u>Addresses for Personnel</u>, you need to enter a new note everytime a new employee joins the company. To create new notes, follow these instructions.

- Choose the Edit facility as described in Section 2.3.1 if you are not already in edit mode. Once you select the model notebook, <u>Addresses for Personnel</u>, the Search screen appears (Figure 2-5). <u>Press EXEC</u> to access the whole notebook.
- Press the NOTE key once you are in edit mode. The screen in Figure 2-11 appears.

1		
1	•••	
	748	
1		

Figure 2-11. The NOTE Screen

3. Enter the following when the cursor blinks on the first line of text:

Frieda Warren

- 4. Press RETURN. The cursor moves to the beginning of line 2.
- Enter the following two lines, remembering to press RETURN at the end of each. Your screen appears, as in Figure 2-12, with the cursor blinking at the beginning of the second block of note lines.

14 Challace St. Portsmouth, NH

Addresses for Personnel #0		Enter Text with EXECUTE
14 Challace St.		
Pertsmouth, MH	404	
) <u> </u>		
	400	
	•••	
J		
•	***	

Figure 2-12. Entering A New Employee's Name

6. Press RETURN to bring the cursor to the second note. Enter the following name and address:

Alice Hansen 91 Orient Drive Philadelphia, PA

Your screen should look the same as Figure 2-13.

	1013	
# Frieda Warren		
Portsmouth, NH		
# Alice Hansen		
Philadelphia, PA		
1		
	648	
1		
1		

Figure 2-13. Entering A Second New Employee's Name

- 7. Press BACKTAB to return to a line if you notice a typographical error or other mistake in a note after you have pressed RETURN. BACKTAB moves the cursor up through the screen one line at a time. When you want the cursor to go down one line at a time, press RETURN.
- Press EXEC to enter your text. Once you have pressed EXEC, another blank note screen appears. You can enter more notes at this point, or you can continue with this exercise.
- 9. Press CANCEL to leave Note mode. The Search screen appears.
- Press SRCH + EXECT to find your new notes. All new notes will be appended to the end of the notebook.
- 11. Use NEXT to scan through the notebook until you find the screen containing your two new notes. Figure 2-14 illustrates that screen.

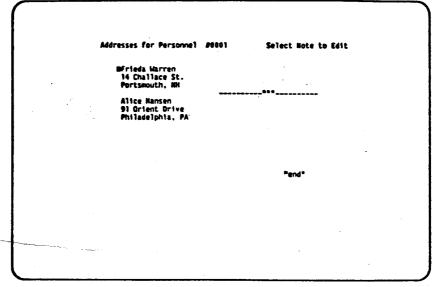


Figure 2-14. Newly Entered Notes

- 12. Press NOTE again.
- 13. Enter your own name and address in the first note, remembering to use RETURN to move the cursor to the next line. You can use the editing keys discussed in Subsection 2.3.4 to modify text if you make a typing error.
- 14. Complete the screen of notes using any text that you wish.
- 15. Press EXEC.
- 16. Press CANCEL to leave Note mode.
- 17. Press SRCH + EXEC, and then use NEXT, to find the notes that you just entered. The next section explains how to delete notes once you enter them.
- 18. Continue to use the NOTE facility until you feel comfortable with it. Then use the Delete facility as explained in the following subsection (2.3.6) to return the model notebook to its original form.

.5 Deleting Notes

- and, at times, become obsolete. For example, a person listed in your model abook may have left the company. When the data is obsolete, you want to eve the note from the notebook. In this exercise, you are going to delete add Warren's name and address.
 - Choose the Edit facility as described in Section 2.3.1 if you are not already in edit mode. Once you select the model notebook, Addresses for Personnel, the Search screen appears as in (Figure 2-5).
 - 2. Press SRCH if you are already in edit mode.
 - 3. Enter the name Frieda Warren on the search line. (You can also select the note by accessing the whole notebook and using NEXT or PREV and the space bar to move the acceptance block to the note you wish to delete as described in numbers 7-10 of this section.)
 - Press EXEC. Your screen appears as Figure 2-15.

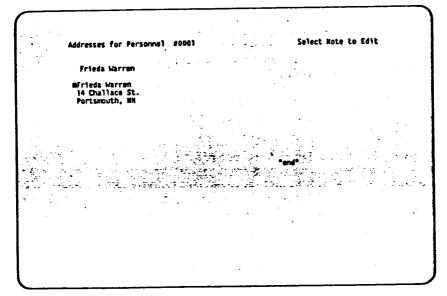


Figure 2-15. A Search for Frieda Warren

5. Press DELETE. Figure 2-16 illustrates the Delete screen.

Addresses for Personnel #0001

BELETET

Frieda Warren

Frieda Warren 14 Challace St. Portsmouth, MH

Warning EXECUTE Will Delete Note

Figure 2-16. Deleting the Note with Frieda Warren's Name and Address

- 6. Press EXEC. The note disappears, and the Search screen returns.
- 7. Press SRCH + EXEC.
- Scan the notes using NEXT to move the acceptance block to the name Alice Hansen.
- 9. Press DELETE. The message "Warning EXECUTE Will Delete Note" appears.
- 10. Press CANCEL. This command cancels the delete command in case you change your mind about deleting a note. Alice Hansen's name is still present.
- Press DELETE again.
- 12. Press EXEC. The note disappears, and the screen is filled with the notes of the previous screen (Figure 2-9).
- Press SRCH. On the search line enter Frieda Warren. Press EXEC. Observe the results. Frieda Warren is no longer part of the data base.
- 14. Press SRCH again. On the search line enter Alice Hansen. Press EXEC. Observe the results. Alice Hansen is no longer part of the data base.
- 15. Enter the names again in their original form using the NOTE key. Refer to the instructions in Subsection 2.3.5.

PC Notebook Training Program

Frieda Warren 14 Challace St. Portsmouth, NH

Alice Hansen 91 Orient Dr. Philadelphia, PA

16. Follow the instructions in Subsection 2.3.5 to create some new notes. Delete them. Continue these operations until you are comfortable with the Delete facility.

2.3.7 Copying Notes

times, you may wish to reproduce the information in a note. For example, if the content of a note closely resembles the information that you wish to enter, it is easier to copy it automatically and then alter the contents than to type a completely new note. To copy a note:

- 1. Choose the Edit facility as described in Section 2.3.1. Once you select the model notebook, Addresses for Personnel, the Search screen appears (Figure 2-5).
- 2. If you are already in edit mode, press SRCH.
- 3. Enter the name Ayse E. Ozcayir on the search line. (You can also select the note by accessing the whole notebook and using NEXT or PREV and the space bar to move the acceptance block to the note you wish to copy.)
- Press COPY when the acceptance block is on Ayse E. Ozcayir. Three empty lines for blank notes appear as in Figure 2-17.

Addre	esses for Personnel 8000	01	Enter Text With EXECUTE
	Ayse E. Ozcayir 136 Payne Rd. Madison, NJ		
1			

Figure 2-17. Copying Ayse Ozcayir's Name

5. Press COPY again. The note is reproduced on the blank lines as in Figure 2-18.

Ayse E. Ozcayir 136 Payne Rd. Nadison, RJ 4 Ayse E. Ozcayir 136 Payne Rd. Nadison, RJ	Ayse E. Ozcayir 136 Payne Rd. Madison, MJ 1 Ayse E. Ozcayir 136 Payne Rd.	Addi	resses for Personnel	#096 1	Enter To	ext With EXECUTE
1 Ayse E. Ozcayir	1 Ayse E. Ozcayir		Ayse E. Ozcayir 136 Payne Rd.			•
•		1	Ayse E. Ozcayir 136 Payne Rd Madison, MJ			

Figure 2-18. A Copy of Ayse Ozcayir's Name

- 6. Press EXEC. The note that you just entered disappears leaving the empty note lines because it is entered as the last note in the notebook. Press CANCEL.
- 7. Press SRCH + EXEC to access the whole file.

- Press the space bar once to bring the acceptance block to the name Matthew Pivot.
- 9. Press COPY.
- 10. Press COPY again.
- 11. Press EXEC. The note with Matthew Pivot's name is copied as the last note in the notebook.
- 12. Press CANCEL to leave Edit mode and to access the whole file. The cursor blinks on the J of Jonathan Lane's name.
- 13. Press COPY + COPY. On the screen, Jonathan Lane's name is reproduced. At this point in the copy process, you can modify the note that you copied, following the same rules that you learned in Subsection 2.3.4, Modifying Notes.
- 14. Write Barbara over the name Jonathan.
- 15. Press DELETE once to delete the extra character.
- 16. Press EXEC.
- 17. Press CANCEL to access the whole notebook.
- 18 Use NEXT to access the last screen of the notebook and find the notes that you just copied. These notes appear as the last notes in the notebook in the sequential order in which you entered them. Notice that the note you copied and modified is in its modified form.
- 19. Continue to use the Copy facility until you are comfortable with it.
- 20. Use the delete facility to delete all extra notes and to bring the model notebook back to its original form. (See Appendix F, <u>The Data</u> Base of the Model <u>Notebook</u> for the original form.)

2.3.8 Changing the Name of a Notebook

At times, you will want to change the name of one of your notebooks. For example, over a period of time, the contents of a notebook may become altered as you delete and add notes so that the original name is no longer appropriate. You can change a notebook's name by doing the following:

- Choose Edit as described in Section 2.3.1 if you are not already in edit mode. (You can also change the name of a notebook in any other mode except Create if you wish.)
- Press CANCEL to return to the PC Notebook Menu if you are in edit mode. Then, choose edit as described in Subsection 2.3.1.

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- 3. Move the acceptance block to Addresses for Personnel if it is no already there.
- 4. Use TAB or RETURN to move the cursor to the selections at the upperight-hand side of your screen: Modify Name or Select Notebook Your screen should appear as in Figure 2-19.

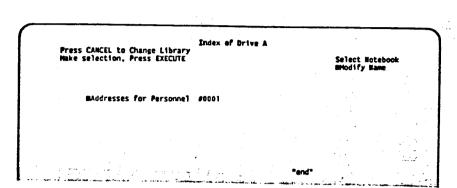


Figure 2-19. Modifying the Notebook Name, Addresses for Personnel

- 5. Move the acceptance block to Modify Name with the space bar.
- Press EXEC. The screen appears as in Figure 2-20 with the cursor blinking under the A of Addresses.

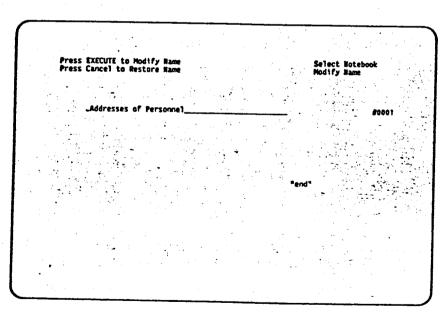


Figure 2-20. Changing the Name of the Model Notebook

7. Type in the name change "Addresses of Personnel Representatives" as is demonstrated in Figure 2-21.

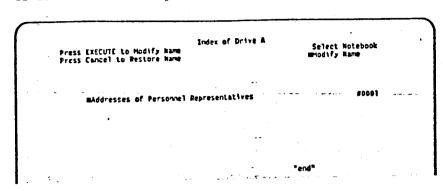


Figure 2-21. Completed Name Change for the Model Notebook

- 8. Press EXEC to enter the name.
- 9. Press RETURN or BACKTAB to move the cursor back to the selections at the upper right. You need to move the acceptance block back to Select Notebook in order to gain access to your notebook.
- 10. Move the acceptance block to "Select Notebook" using the space bar.
- 11. Now you can either:
 - Press EXEC to access your notebook. (Make sure the acceptance block is on the notebook you wish to access.)
 - Press CANCEL to return to the PC Notebook Menu.
- 12. Repeat the same operations in numbers 1 to 6. Change the name of Addresses of Personnel Representatives back to Addresses for Personnel, using the DELETE key to remove the extra characters.
- Repeat the same operations in numbers 1 to 6. Change the name Addresses of Personnel to Telephone Numbers of Personnel.
- 14. Repeat the same operations, changing the name back to Addresses of Personnel.
- 15. Continue to use the name change facility until you are comfortable with it. Remember to leave the name Addresses for Personnel when you are finished and the top right-hand menu selection on Select Notebook.

2.4 CREATING A NEW NOTEBOOK

For the PC Notebook to be an effective tool, you need to be able to create ne notebooks. To create a new notebook, follow these instructions.

Select the Create facility from the PC Notebook Menu (Figure 2-3)
 The screen shown in Figure 2-22 appears. The cursor blinks directlunder the first space following Notebook Name.

		Wang P C	Professio H () T : Version	na? Computer E B O O K Humber		
		tebook, Pr				٠
				Orive: A		
	.14				•	
年 .						

Figure 2-22. Creating a New Notebook

- Enter the new name, Summary of Staff Meetings, in the space provided. Since the model notebook is on drive A, leave the drive as it is.
- 3. Press EXEC. The message creating notebook appears indicating that the creation process is occurring. The next screen to occur is the screen of five blank notes. (Figure 2-23). The cursor is on the first space of the first note.

Staff Meetings	 	 L with EXECUTE	
	•••		

1	 		
1	44.		=

Figure 2-23. Entering Notes in the New Notebook

- 5. Type in up to five notes.
- 6. Press EXEC to enter the notes.
- Press CANCEL + CANCEL. The first CANCEL causes you to leave Note mode and return to the Search screen. The second CANCEL returns you to the PC Notebook Menu.
- 8. Choose Edit from the PC Notebook Menu and Summary of Staff Meetings from the Notebook Selection Menu.
- 9. Press EXEC to view the notes that you just created when the Search screen appears. Continue to use the functions that you have learned with your new notebook.

2.5 PRINTING NOTES

There will be many occasions when you will want a printed copy of your notes. For example, you might wish to have a list of the names and addresses of all your personnel to send to an insurance company. The print facility allows you to select which notes you wish to print from a notebook, and prints them. You can also search for notes as explained in Subsections 2.3.2 and 2.3.3. Follow these instructions to print notes.

- Move the acceptance block to Output on the PC Notebook Menu (Figure 2-3).
- 2. Press EXEC.

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- 3. Move the acceptance block (if it is not there already) to Addresse for Personnel on the Notebook Selection Menu (Figure 2-4).
- 4. Press EXEC. The Search screen appears.
- Enter the search words Boston MA. The screen illustrated by Figure 2-24 appears.
- 6. Press EXEC. The screen appears as in Figure 2-24 with the cursor blinking on the Print selection.

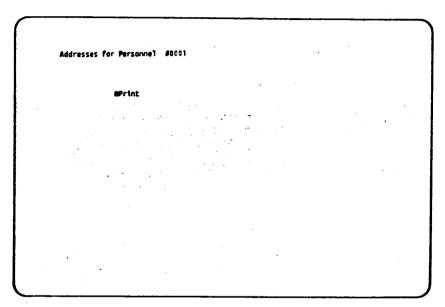


Figure 2-24. Choosing the Print Option

- 7. Press EXEC.
- The printer prints your note in the format shown in Figure 2-25.

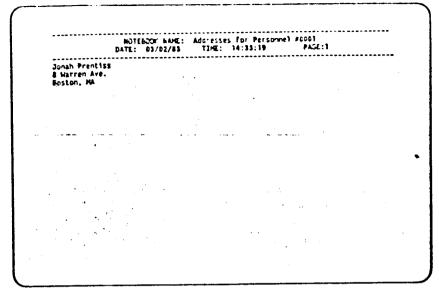


Figure 2-25. Printing Out Notes Containing Boston MA

- 9. Press CANCEL to return to the PC Notebook Menu.
- 10. Repeat steps 1-4.
- 11. Press EXEC when the Search screen appears. The first screen of notes appears and all the notes are selected. To deselect the notes, you must use the DELETE key.

Addresses for Personne	Select Desired Note(s)
MJonathan Lane 1345 Dupont Lane Hadison, MJ	
Hatthew Pivot 534 Tudor Drive London, England	*************************
Jane Winnipe 967 Rosebud Lane Lansing, HI	
Andrew Boyce 6675 3rd Ave. New York, N Y	
Tanya John 563 kalnut Hiff Bedford, MA	Rd.

Figure 2-26. Selecting a Group of Names for Printing

- 15. Move the acceptance block to Tanya John. Press DELETE to avoid selecting this note for printing.
- 16. Press NEXT. The next screenload of notes appears.
- Press DELETE when the acceptance block is in front of each note on the screen.
- 18. Access all remaining notes in the notebook by positioning the acceptance block next to each, and pressing DELETE.
- 19. Return to Tanya John's name. You change your mind about printing her name. Press INSERT. The note is again selected for printing.
- 20. Repeat steps 6 and 7. The following is printed:

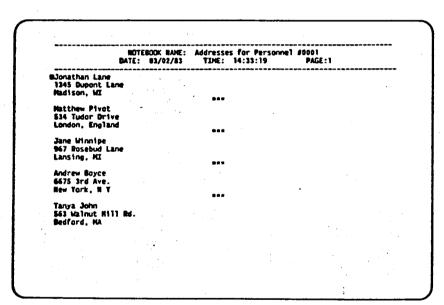


Figure 2-27. Selected Notes for Output

- 21. Repeat steps 1-4.
- 22. Press EXEC. When the screen in Figure 2-27 appears, you have selected all the notes in the notebook for output.
- 23. Repeat steps 6 and 7. All the notes in your notebook print out in the sequential order in which you have entered them.
- 24. Press CANCEL to return to the PC Notebook Menu.

CHAPTER 3
CREATING A NOTEBOOK

3.1 CREATING A NEW NOTEBOOK

To create a new notebook, follow these instructions.

 Select the Create facility from the PC Notebook Menu shown in Figure 2-3. The screen shown in Figure 3-1 appears. The cursor blinks on the space immediately following Notebook Name.

Wang Professional Computer PC NOTEBOOK Version Number
Enter name of Notebook, Press EXECUTE
Motebook Name:
Ortve: S

Figure 3-1. Creating a New Notebook

- 2. Enter a name of up to 40 characters and spaces beginning where the cursor is blinking. Enter the new name in the space provided.
- 3. Press EXEC. The message creating notebook appears indicating that the creation process is occurring. Next, the screen showing five blank notes appears (Figure 3-2). The cursor blinks on the first space of the first note.

1		 	
	•••		
1			
1	***		
1	***		
1			

Figure 3-2. Entering Notes in the New Notebook

- Enter a note, using RETURN to access the lines below the cursor, and BACKTAB to access the lines above the cursor.
- 6. Press EXEC to enter the notes. Your note is not permanently bound to a notebook unless you press EXEC. If you fail to press EXEC, your notes are lost.
- 7. Press CANCEL to return to the PC Notebook Menu.

CHAPTER 4
EDITING A NOTEBOOK

4.1 INTRODUCTION

The editing functions are described in this chapter and include the following:

- Accessing the notes
- Searching for specific notes
- Modifying the text of a note
- Adding notes to the notebook
- Deleting a noteInserting new text in an existing note
- Copying a note
- Deleting a notebook

4.2 CHOOSING THE EDIT OPTION

To gain access to the editing facility:

- Choose Edit from the PC Notebook Menu as directed in Subsection 1.5.6, The Preliminary Screens.
- Move the acceptance block to the notebook that you wish to access (Figure 4-1), using the keys suggested in Subsection 1.5.5, The Command Keys for Menu Selection.

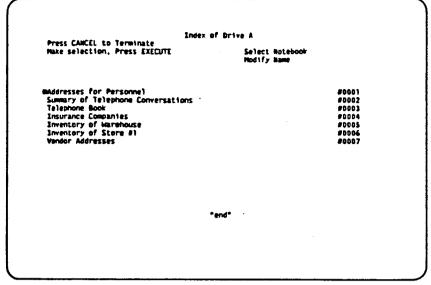


Figure 4-1. The Notebook Selection Menu Screen

- 3. The selections at the top right indicate whether you wish to modify the name of a notebook or select a notebook. You want to select a notebook for editing, not change the name of an existing notebook. Check to see that the acceptance block at the top right is on Select Notebook. If it is not:
 - a. Press TAB or RETURN to bring the cursor to the top right.
 - b. Press BACKSPACE to move the acceptance block to Select Notebook.
- 4. Press EXEC. The Search screen for the notebook that you selected appears (Figure 4-2). There is a pause from the time that you press EXEC to the appearance of the Search screen. This pause is normal. Do not worry that something has gone wrong.
- If, from the above list, for example, you wished to access Addresses for Personnel, move the acceptance block to Addresses for Personnel (if it is not already blinking upon it) and press EXEC. The Search screen (Figure 4-2) appears as follows:

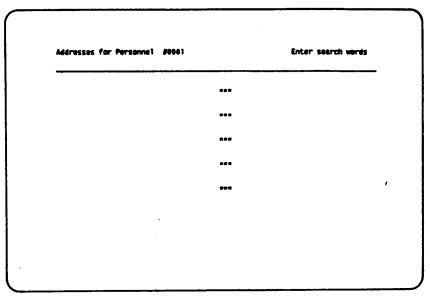


Figure 4-2. The Search Screen

4.3 THE SEARCH FACILITY

When you are in edit or output mode, you can locate any notebook name (if you use the Search option when you are on the Notebook Selection Menu (Figure 4-1)), or any note in any notebook. Entering your search words and pressing EXEC causes the notebook names or notes containing those words to appear on the screen almost immediately.

4.3.1 Search Rules

EXEC.

There are a number of rules that apply to the Search process. They are:

 The note(s) or notebook(s) that you have selected will be found regardless of whether the Search characters that you entered are lower-, upper-, or of mixed case. For example, the PC Notebook regards all of the following two letter sets as being identical:

nh Nh NH nH

You can search for both notes and the names of notebooks. Press SRCH while on the Notebook Selection Screen, enter your Search words, and press EXEC to access the name of an individual notebook. After you've selected a notebook, you enter Edit mode. Anytime you are in Edit mode, you can access individual notes within a notebook by pressing the SRCH key, entering your Search words, and pressing

Editing a Notebook

- The Search seeks the initial characters and those immediately following only. An initial character is a character immediately after one of the separation characters (refer to Subsection 4.3.3, Separation Characters). For example, if you enter ac and the word action is in one of the notes, the Search displays that note. If the word stack is in one of the notes or notebooks, however, the note or notebook is not displayed.
- Be specific. Entering only MA for Massachusetts causes the system
 to display all the notes or notebooks with the initial characters
 MA. If you want to display the name Mary Howard, enter Mary Howard,
 only the note(s) with the record Mary Howard will be displayed in
 this case.
- The Search facility does not read any of the break characters as being significant. Therefore, if you enter the characters "HOW?" on the search line, the Search facility seeks "HOW". (Refer to Subsection 4.3.3, Separation Characters.)
- The system displays the notes or notebooks containing the same search words in the sequential order in which you entered them into the PC Notebook. For example, the first note that you entered containing the set of search words or characters is the first note that appears on the screen; the next note is the next note that you entered containing the set of search words or characters.
- Each note or notebook must contain <u>all</u> the search words that you entered for the Search facility to find it. If, for example, you enter Jones Smith, the notes that appear on the screen contain both words as in the following example:

Mr. James Jones and Ms. Erica Smith 14 Bastion Way Wellesley, MA

• The Search facility finds the notes or notebooks containing the search words no matter in which order you enter the search words. For example, in the illustration above, the Search facility would find the note or notebooks with the words Jones Smith if you entered either Smith Jones or Jones Smith on the search line.

• A number of characters can separate the words or strings of characters in your search line and can cause the Search facility to read them as two separate strings rather than as just one string. The Search facility then looks for a note with both strings in them. The separation characters are as follows: right parenthesis ((), left parenthesis ()), right square bracket ([), left square bracket ([), comma (,), period (.), semicolon (;), colon (:), question mark, (?) exclamation mark (!), and space. For information as to how to use the separation characters, see Subsection 4.3.3, Separation Characters.

4.3.2 The Search Process

Once the Search screen appears, you can:

- Enter the search characters or words on the search line at the top
 of the screen. Remember that the search characters must be the
 initial characters of words in the text of the note. The Search
 facility does not locate middle or end characters.
- Press EXEC. The notes containing those search words appear on the screen.

The result of a successful search is shown in Figure 4-3.

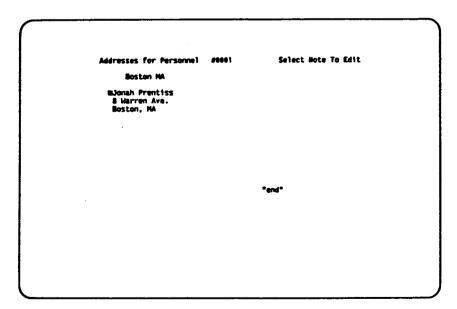


Figure 4-3. A Successful Search Screen

و'-

t times, the search word or combination of search words does not appear in my of the notes. When this happens, the message "No Notes Satisfy Request" ppears at the bottom of the screen last displayed before you started the earch. If, for example, you just entered Search mode from the Notebook Selection Menu, your screen would appear as shown in Figure 4-4.

Addresses for Personnel 80001		Enter search words
Eirst Ava.		

	•••	·

No Motes Satisfy Request		*end*

Figure 4-4. An Unsuccessful Search Screen

When the message "No Notes Satisfy Request" appears on your screen, you can:

- Press SRCH again and enter new search words.
- Press SRCH + SRCH + EXEC to display the whole file to search for your reference note by note.

4.3.3 Separation Characters

The search facility finds initial, not middle or end characters. To find and index a particular string in a note, the search facility looks for certain characters that separate the strings from one another. These special characters indicate that a new word is starting Without the separation characters, the search facility would not be able to distinguish between one word and another, and consequently, would not be able to search for and find separate words. The most commonly used separation character is the space. If a group of characters in your text begins and ends with a space, the PC Notebook reads it as a string or a unit and can search for that unit. There are a number of other characters that separate one string from another. They are as follows:

()] [, . ; : ? ! space

Editing a Notebook

The PC Notebook cannot search for the separation characters; they served solely as break characters or delimiters. If any of the separation character appear within a word, the PC Notebook divides the string into two separatentities divided by the separation character. In Figure 4-5, the PC Notebook views all the strings that follow the separation characters as being distinctive items. The search facility can search for and find each separate item. For example, the search facility can distinguish between Igor and Schrader because of the separating comma, and between St and NE because of the separating colon.

WSchrader,Igor 234 Wing St:NE Provincetown,MA	
Paula Anthony(Holden) 901 Tulip Place Newport, RI[USA]	
Gregory Turpin 9 Maiden Lane Bover, DE(COD)	****
Erica?Nousaman 222 Strawberry Hill M. Noverk, NJ	***
Jonah Prentiss 8 Warren Ave. Boston, MA	

Figure 4-5. Separation Characters Used in Notes

On the following search lines, the separation characters break the text on each of the two lines up into separate strings. For example, the search facility sees Boston and MA as two separate items because of the insertion of the left parenthesis, and Francis and Fill as two separate items because of the insertion of the exclamation mark.

Figure 4-6. Separation Characters Used in Search Lines

4.4 SELECTING A NOTE

When you select a note, you indicate that this is the note that you wish to perform an operation upon such as modify, copy, output, or delete. To select the note:

- Move the acceptance block to the first line of the note you wish to select using the space bar or BACKSPACE. The first line becomes highlighted.
- Press the key that indicates which operation you wish to perform on the note that you are selecting (COPY, EXEC (for modify), or DELETE).

4.5 MODIFYING A NOTE

Often you wish to change the data in notes. For example, you wish to enter the current addresses of your staff. To modify a note:

- 1. Move the acceptance block to the note that you want to modify using the space bar or BACKSPACE.
- Press EXEC. Lines appear under the text indicating that you are in Edit mode and can change the note. Figure 4-7 shows the editing screen.
- 3. Modify the text as you wish. You can change one character or the whole note. The new text is highlighted. Figure 4-8 and 4-9 illustrate the different types of changes you can make.
- 4. Press EXEC to enter the new text.

Addresses for Personnel #0001	Select Note To Edit
Boston MA	
BJonah Prentiss	
Boston, IM	
•	
	end

Figure 4-7. The Editing Screen

Addresses for Personnel Book (5010Ct Note To	Edit
Boston MA		
•		

Figure 4-8. Changing One Character in an Edit

Address Book #8881	Select Note To Edit	
Boston MA	•	
¶ Jonah Prentiss_ 16 Pennsylvania Ave. Washington, DC		

Figure 4-9. Changing Text in an Edit

4.5.1 The Editing Keys

If you wish to modify a note as you write it, a number of keys help with editing.

- When you are in edit note mode, pressing the DELETE key deletes one character at a time. The text moves left one space, filling up the column that was vacated. A blank character replaces the text as it moves to the right.
- The space bar overwrites characters and replaces them with spaces.
 If you do not want spaces to replace characters, this method is inappropriate.
- You can write over old text to delete it, replacing it with new text.
- The INSERT key moves your text to the right one space at a time, leaving blanks for you to insert new text. When you have finished adding your new text, use the DELETE key to delete any unnecessary blanks.
- The right and left cursor control keys allow you to move the cursor without deleting the contents of the note.

4.6 ADDING NEW NOTES TO YOUR NOTEBOOK

If you have an existing notebook to which you wish to add new notes:

- 1. Select the notebook from the Notebook Selection Menu.
- Press EXEC to access the whole notebook when the Search screen appears (Figure 4-2).
- 3. Press the NOTE key once you are in the notebook. The following screen of blank notes appears (Figure 4-10):

Figure 4-10. The Note Screen

- 4. Enter up to five notes when the screen of blank notes appears.
- Press EXEC to enter your text. Another screen of five blank notes appears after you enter your first screen.
- Continue to enter notes. Before you leave note mode, however, press EXEC to save the last screen of new notes. Otherwise, the PC Notebook does not save them.
- 7. Press CANCEL to return to Edit mode.

4.7 COPYING NOTES

The copy function allows you to copy an existing note. To copy a note:

- Select the note that you wish to copy by moving the cursor and acceptance block to it.
- 2. Press COPY. The screen shown in Figure 4-11 appears.

Addresses for Personnel #8881 Alice Hansen	Enter Text With EXECUTE
91 Orient Orive Philadelphia, PA	
	•

Figure 4-11. The Copy Screen

3. Press COPY again. The screen shown in Figure 4-12 appears. At this point, you can modify the copy of the note or you can leave it as it is to make an exact duplicate of the original note. For example, you could change the address in the second note to include a new address or telephone number as shown in Figure 4-13.

Addresses for Personnel #0001	Enter Text With EXECUTE
Alice Hansen 91 Orient Drive Philadelphia, PA	
Alice Hansen 91 Orient Drive Philadelphia, PA	

Figure 4-12. The Second Copy Screen

Addresses for Personnel 8000) Enter Text With EXECUTE
Alice Hansen
91 Orient Orive
9hiladelphia, PA

Alice Hansen (summer address)
16 Beaver Brook Parkway
Hartma's Yineyard, HA (summer telephone) ''(617)-324-3438''

Figure 4-13. Modifying a Copied Note

 Press EXEC. The note is reproduced and appears as the last note in the notebook. Press CANCEL to leave Copy mode.

4.8 DELETING A NOTE

When you wish to delete an entire note:

- Select the note to be deleted by moving the cursor and acceptance block to it using the space bar or BACKSPACE key when you are in Edit mode.
- 2. Press DELETE. The screen shown in Figure 4-14 appears.
- 3. Press EXEC to delete the note.

```
Addresses of Personnel Book #8881 D E L E T E7

Alice Nansen
91 Orient Drive
Philadelphia, PA

Marning EXECUTE will delete Note
```

Figure 4-14. The Delete Screen

4.9 DELETING A NOTEBOOK

At times, a whole notebook becomes obsolete and you will want to delete the whole notebook. To do this:

- Move the acceptance block on the Notebook Selection Menu, to the notebook that you wish to delete by using the space bar or BACKSPACE.
- 2. Press DELETE. A screen resembling Figure 4-15 appears.

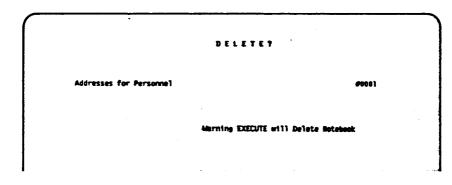


Figure 4-15. The Delete Notebook Screen

Editing a Notebook

3. Press EXEC. The whole notebook is deleted. When you return to the Notebook Selection Screen, the notebook name or number no longe appears. For example, if you deleted the third notebook in the sequence, the notebooks are numbered as follows: #0001, #0002 #0004. If you deleted the only notebook in your data base, you would have to create a new one before you could continue to use the PC Notebook.

4.10 CLOSING THE EDITING SESSION

To close the editing session:

- Press CANCEL. The message "terminated normally" appears in the upper right-hand corner of your screen. You return to the PC Notebook Menu screen.
- Press CANCEL again. If you entered through the DOS Command Processor as suggested in Subsection 1.5.6, The Preliminary Screens, the prompt appears.
- 3. Remove the PC Notebook diskette from the current drive and replace it with the System diskette. If you press CANCEL without placing the System diskette in the current drive, the following message appears:

Sorry, Unable to Run Program A:Menu.Com File Not Found Press EXECUTE to Retry, or CANCEL to Return

4. Remove the PC Notebook diskette if you get the message above, insert the System diskette, and press EXEC. The Main System Menu appears.

If you entered the PC Notebook from the Applications Menu, pressing CANCEL at the PC Notebook Menu screen returns you to the Applications Menu. For information on how to create a menu selection for the PC Notebook on the Applications Menu, refer to Appendix D.

4.11 COMMAND KEYS IN EDITING

There are a number of command keys for editing. Table 4-1 lists their names and functions.

Table 4-1. PC Notebook Command Keys

Name of Key	Fran	action
Name of key	FU	CC10ft
BACKSPACE	•	Overlays text with spaces as it moves the cursor to the left. Used when you are modifying text.
	•	Moves acceptance block up one item at a time when you are selecting a note, notebook, or a menu item.
BACKTAB	•	Moves the cursor up through the new notes when you are entering new notes.
	•	Moves the cursor up through the three lines of notes when you are editing a note.
CANCEL	•	Cancels a command.
	•	Cancels operation and returns to the PC Notebook Menu.
COPY + COPY + EXEC	•	Allows you to reproduce and enter an existing note.
Cursor Control	•	When modifying text, keys with the arrows cause the cursor to move one space in the direction of the arrow each time you strike a key. There are two operable cursor control keys: left and right.
DELETE	•	Moves the text left, eliminating one character each time you press DELETE while you are editing an individual note.
DELETE + EXEC	•	Deletes selected notes.
EXEC	•	Selects that note for editing when you move acceptance block next to the note and press EXEC.
!	•	Enters text in your file when you press EXEC after you enter new text.
	•	Displays all the notes in the notebook when you press EXEC at the Search screen (the first screen to appear when first entering Edit mode from the PC Notebook menu).
	•	Executes a command when you press EXEC after first pressing a command key (DELETE, COPY, NOTE, SRCH).

Table 4-1. PC Notebook Command Keys (continued)

Name of Key	Function
HELP	Provides screens of information that help you run the PC Notebook.
INSERT	 Moves text to the right while you are editing an individual note, allowing you to insert text in the blank space. If the text moves off the screen, it is lost.
NEXT	Displays the next screen. If there is no next screen, the message "No Next Screen" appears.
NOTE	 Displays a screen of five blank notes, thus allowing you to add notes to your notebook.
PREV	 Displays the previous screen. If there is no previous screen, the message "No Previous Screen" appears.
RETURN	 Moves cursor to a new line. While editing a note, it moves the cursor down one line at a time until the cursor arrives at the third line. The next RETURN brings the cursor back to the first line of the note. In Note mode, it moves the cursor down one line at a time, enabling you to access all 15 lines of text. When you are at line 15, RETURN brings the cursor to the first line of the first note. Moves cursor to the upper right menu on the Menu Selection screen, allowing you to move the acceptance block from Select Notebook to Modify Name.
SPACE BAR	 Overlays existing text with blanks when you are modifying text. Moves the acceptance block from one note, menu item, or notebook to the next in a screen of menu items, notes, or notebooks.
SRCH	Causes the PC Notebook to enter Search mode.
SRCH + SRCH	 Clears the previous search words, allowing you to enter new search words.
SRCH + SRCH + EXEC	 Allows you to view your whole notebook by creating an empty search criteria.

Table 4-1. PC Notebook Command Keys (continued)

Name of Key	Function
TAB	 Moves the cursor to the upper right menu of the Notebook Selection Menu or back to the material part of the menu, allowing you to change the acceptance block from Select Notebook to Modiname.
	Moves the cursor down one line in edit mode.

CHAPTER 5 CHANGING THE NAME OF A NOTEBOOK

You may wish to change the name of your notebook. To change the name:

- Select the Edit (or Output if you are printing) options from the PC Notebook Menu by moving the acceptance block to it with the space bar or BACKSPACE.
- 2. Press EXEC. The Notebook Selection Menu appears as shown in Figure 5-1.
- 3. Select the notebook whose name you wish to change by moving the acceptance block to it with the space bar or BACKSPACE.

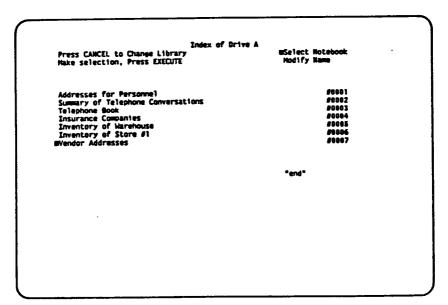


Figure 5-1. The Notebook Selection Menu

4. Press TAB or RETURN. This moves the cursor to the top right corner of the screen to the menu:

Select Notebook Modify Name

Changing the Name of a Notebook

- 5. Use the space bar to select "Modify Name".
- 6. Press EXEC. Lines appear under the text of the notebook name as in Figure 5-2 and your cursor blinks on the first character of that name.

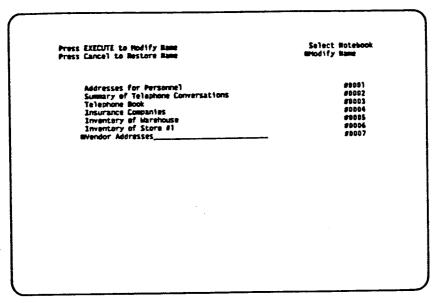


Figure 5-2. The Name Change Screen

- 7. Type over the old name to enter the new name. You can use up to 40 characters.
- 8. Use the editing keys (DELETE, INSERT) to delete any extra characters.
- 9. Press EXEC to enter the new name.
- 10. Press CANCEL if you change your mind and you wish to retain the same notebook name.
- 11. Return the acceptance block to "Select Notebook" after you have modified the name by pressing TAB or RETURN to move the cursor to the top right hand corner of the screen and using the space bar to return the acceptance block to "Select Notebook."

CHAPTER 6 PRINTING A NOTE

Combining the Search and the Print facilities provides a quick and easy method of printing. You can select individual notes for printing; you can print the whole notebook; or you can search for a note to print. This chapter outlines all three methods.

Before you can use your printer, you must install the appropriate printer driver for your printer. This process is described in The Wang Professional Computer Introductory Guide.

6.1 COMBINING THE SEARCH AND OUTPUT FACILITIES

- Combining the Search and Output functions allows you to save time. You can access the notes that you wish to print and print them immediately. To create a search and then print the notes that you selected, follow these instructions.
 - Move the acceptance block to "Output" on the PC Notebook Menu (Figure 2-3) using the space bar or BACKSPACE.
 - 2. Press EXEC.
 - 3. Move the acceptance block on the Notebook Selection Menu (Figure 2-4) to the notebook that stores the notes that you wish to print, using the space bar or BACKSPACE.
 - 4. Press EXEC. The Search screen appears.
 - 5. Enter your search words on the search line as in Figure 6-1.

Addresses for Personnel #0001	Enter search words	
Boston MA		
	•••	

•		

	·	

•		

Figure 6-1. Searching for Notes for Output

6. Press EXEC. The result of your search appears as in Figure 6-2.

:	
Addresses for Personnel #0001	Select Note to Edit
Boston MA	
Bjonah Prentiss 8 Narren Ave. Boston, MA	
•	"end"
·	

Figure 6-2. A Successful Search for Boston MA

7. Press EXEC. You have selected the notes that resulted from the search. The Print Menu appears (Figure 6-3). The cursor and acceptance block blink on the Print selection.

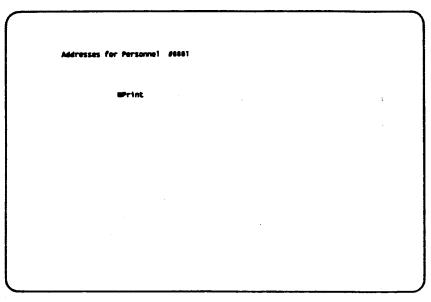


Figure 6-3. The Print Menu

8. Press EXEC again. The notes which you searched for print out as shown in Figure 6-4.

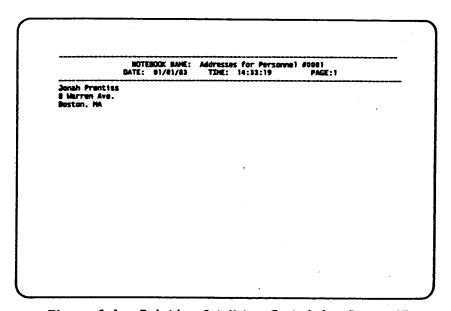


Figure 6-4. Printing Out Notes Containing Boston MA

4 س

To print all notes in a notebook, follow these instructions.

- Move the acceptance block to Output on the PC Notebook Menu (Figure 2-3), using the space bar or BACKSPACE.
- 2. Press EXEC.
- 3. Move the acceptance block to the notebook on the Notebook Selection Menu (Figure 2-4) that stores the notes that you wish to print.
- 4. Press EXEC. The Search screen appears.
- 5. Press EXEC to display all notes on your screen.
- 6. Press EXEC when the first screen of notes appears. You have selected the whole notebook for output. The Print Menu (Figure 6-3) then appears. The cursor and acceptance block blink on Print.
- 7. Press EXEC. The whole notebook begins to print.

6.3 PRINTING SELECTED NOTES

You can pick the exact group of notes you wish to print out by going through the notebook note-by-note and indicating which you wish to print. When you access the whole notebook as in Section 6.2, all the notes will print. Moving the acceptance block to a note and pressing DELETE deselects a note for printing.

After you use the DELETE key to deselect a note, you must select the note again if you want it to be printed. For example, you have just printed assorted notes from a notebook. Displayed on the screen are the notes that you have just printed. Then you decide to print all the notes in the notebook. To print all the notes, you must reselect all the notes you deselected on the previous printing. To reselect a note, move the acceptance block to the note and press INSERT. The note becomes reselected. Once you print the notes, the deselected notes again become selected. You must go through the process of deselecting them in all subsequent printings.

The INSERT and DELETE keys used with Print are very different in function from their function in edit mode. Do not be afraid to use the DELETE key after choosing Output. The system does not delete your notes as it does when you press DELETE + EXEC in edit mode. They are only deselected for printing. To select and deselect notes for printing, follow the directions below.

- Move the acceptance block to Output on the PC Notebook Menu (Figure 2-3).
- 2. Press EXEC.

Printing a Note

- Move the acceptance block on the Notebook Selection Menu (Figure 2-4) to the notebook that stores the notes you wish to print.
- 4. Press EXEC. The Search screen appears.
- 5. Press EXEC to display all notes on your screen. When the notes appear, the acceptance block and cursor blink on the first note.
- 6. Do nothing if you wish to print the note. The first time you print this notebook, all of the notes are already selected. If you do not wish to print the note, press DELETE. On any subsequent printings, to print the note that you deselected, you must reselect it by moving the acceptance block to the note and pressing INSERT.
- Move the acceptance block from note to note using the space bar and BACKSPACE. Press DELETE to deselect the notes for printing or INSERT to reselect the deselected notes.
- 8. Repeat the process for as many notes as you want to print, using NEXT and PREV to move to other notes.
- Press EXEC when you reach the last note in your notebook. The Print Menu (Figure 6-3) appears. The cursor and acceptance block blink on Print.
- 10. Press EXEC. The notes that you have selected for output begin to print out. If you have selected the first four names in the model notebook, for example, the following prints out:

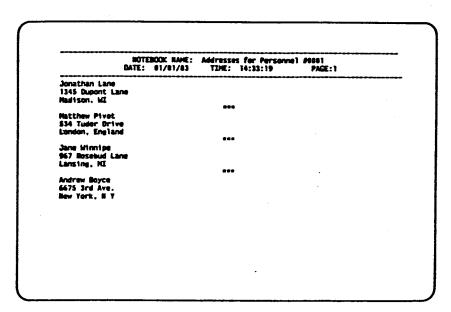


Figure 6-5. Selected Notes for Output

11. Press CANCEL at any time if you wish to stop printing.



CHAPTER 7
PROTECTING YOUR FILES

7.1 COPYING YOUR DISKETTES

You should make it a practice to back up your diskettes regularly to avoid a loss of information. Protecting yourself against loss is especially important after you have entered a large number of notes to your diskette. Memory can be affected by electrical failure and by magnetism. If you turn off the PC without returning to the PC Notebook Menu, you can also lose data. If you copy your information onto a properly labeled backup diskette regularly and store the backup diskette in a secure place, where it is away from magnets, electrical interference, and where it cannot be bent or tampered with, you are protected.

To further protect yourself, you should back up the PC Notebook diskette as soon as you get it. In case one copy is lost or damaged, you have a second one.

There are two methods by which to make backup copies of your notebooks: through the DOS Command Processor or through the System Utilities. Although both methods are described in The Wang Professional Computer Introductory Guide, they are reviewed here for your convenience.

7.2 BACKING UP YOUR NOTEBOOKS ON A DUAL DISKETTE DRIVE

To back up your notebooks on a PC with a double diskette drive, place the data diskette in Drive A and a blank, formatted diskette in Drive B. If you back up through the DOS Command processor, enter the following command after the prompt, A:, as follows:

A: copy *.* B:

When you press RETURN, all of the files on the diskette in Drive A are copied onto the diskette in Drive B. As the files are copied, their names are printed on the screen.

The second way to copy files is through the Disk Copy utility. Since Disk Copy both formats and copies the disk, you need not format a new diskette before using this utility. If you are using a diskette that already contains data, you will lose the information when the formatting takes place. With the Disk Copy utility, use a blank diskette or a diskette containing data that you no longer need. To use the Disk Copy utility, follow the steps below:

Protecting Your Files

- 1. Choose the Disk Copy option from the System Utilities Menu.
- Enter A for the Input Drive when the Disk Copy Utility screen appears (Figure 7-1).

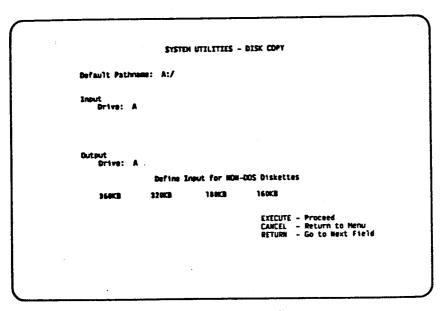


Figure 7-1. Disk Copy Utility Screen

- 3. Enter B for the Output drive.
- 4. Leave the default of 360KB if you are using the Wang double sided double density 5-1/4 inch diskettes; if you are using other diskettes, enter the amount of input which that diskette allows.
- 5. Press EXEC.
- 6. Remove the System diskette from Drive A. Replace the System diskette with a diskette that you want copied, and place a blank formatted or unformatted diskette in Drive B when the following message appears: "Insert source diskette in drive A: Insert object diskette in drive B: Press any key to continue". The Disk Copy utility both formats and copies your diskette; formatting it separately is unnecessary.
- 7. Press any key to continue once the diskettes are in place. The diskette in Drive A is copied onto the diskette in Drive B.
- 8. Re-insert the System diskette in Drive A when you are finished and press any key to return to the System Utilities Menu.

7.3 BACKING UP YOUR NOTEBOOKS ON A WINCHESTER

To back up the notebooks contained on the Winchester drive, you can use the DOS Command Processor or the File Copy utility. To begin the backup by either means, you must access the directory or subdirectory in which you have stored your notebooks. (Refer to Appendix C, <u>Using a Winchester</u>, for further information.) To be sure that you are in the correct directory, make a directory command as follows:

C: dir

The notebook names are indicated by an N followed by a four digit number followed by the extension, .NEK. (Refer to Appendix E, <u>PC Notebook File Name Conventions</u> for more information.) The index for the directory, without which the PC Notebook cannot access any notebooks, is named INDEX.NEK.

If you find files names in the directory beginning with N followed by four digits, a period, and the extension .NEK (e.g. NOOO1.NEK), you have accessed your notebook files. You can now copy the files from the Winchester onto a backup diskette on Drive A. On the DOS Command Processor, enter the following command:

C: copy *.NBK A:

The asterisk indicates that you want to copy all of the files with the extension .NBK onto the diskette on drive A.

To use the File Copy utility:

- 1. Place a formatted, empty diskette on Drive A.
- 2. Select File Copy from the System Utilities Menu and press EXEC.
- Enter C as the Input File on the Copy a File Screen; leave the Volume ID blank; enter *.NBK on the File ID line. Figure 7-2 shows the way your screen should look.

	System Utilities - Copy a File Release
Default Pathness:	A:/
Imput File Drive: C	Volume ID:
File ID: *_10K	
	•
	•

Figure 7-2. Copy a File Utility Screen

4. Press EXEC and a menu labelled "Options for Processing of Existing Wild Card Files" appears. Move the acceptance block to the option, Automatically Copy Over Existing Files as shown in Figure 7-3.

Options for Processing of Existing Wild Card Files Automatically Copy Over Existing Files Automatically Bypass Existing Files Prompt for Each File Individually	
•	SPACE BAR - Option Select EXECUTE - Proceed CANCEL - Previous Screen

Figure 7-3. The Wild Card Menu Screen

Protecting Your Files

5. Press EXEC. On the next screen that appears, enter C for the Inpu File and A for the Output File. The File ID should be *.NEK in bot instances as shown in Figure 7-4.

System U	tilities - Copy a File Release
Default Pathname: A:/	
Input File Brive: .C	Volume ID:
F11e 39: *.MBK	
Output File Brive: A	Volume ID:
File ID: ".HBK	
	RETURN - Next Field EXECUTE - Proceed CANCEL - Previous Menu

Figure 7-4. Copy a File Utility Screen Two

6. Press EXEC again. A message indicates each file that the File Copy utility copies.

7.3.1 Backing Up the Winchester onto Multiple Diskettes

If you store your notebooks on a Winchester, backing them up poses some special problems. Since the Winchester drive has more storage space than a diskette, the space required by your notebooks may be greater than that available on a single diskette. Therefore, you may have to use more than one diskette to back up your notebooks.

When you back up your notebooks from the Winchester onto a diskette, and the diskette becomes full, one of the following messages appear: "Insufficient disk space" or "Insufficient Space for Output File". When these messages appear on your screen, take the following steps:

- Make a directory of the diskette in drive A to determine the last notebook that was copied onto it.
- 2. Remove the full diskette from drive A and replace it with a formatted, empty diskette.
- Copy the notebook that immediately follows the last notebook that you copied, and continue to copy the notebooks sequentially until you have made a copy of all of the notebooks.
- 4. Repeat steps 1, 2, and 3 if the current diskette becomes full.

7.3.2 Restoring the Notebooks Backed Up onto Multiple Diskettes

To access any notebook when running the PC Notebook, you need the index called INDEX.NEK. When you copy your notebooks onto a number of separate diskettes, the index is missing from all but the first diskette. Before you can access the notebooks, you must restore the notebooks and index to the same directory.

To restore your notebooks, access the directory on the Winchester that contains the notebook files, and copy all the notebooks from the backup diskettes into the directory though the DOS Command Processor or through the File Copy utility described in Section 7.3. If you use the DOS Command Processor, enter the following command:

A: Copy *.NBK C:

If you use the File Copy utility, follow the previous instructions, remembering that the Input File is A, and the Output File is C.

7.4 COPYING AND RESTORING ONE NOTEBOOK

To locate any notebook, the PC Notebook looks first at the index. If there is no index, the PC Notebook cannot access any of your notebooks. Each directory on the Winchester or on a diskette contains only one index. When you copy a whole directory, you copy the index with it. Therefore, you can access the notebooks when you copy a whole directory. When you copy a single notebook, you do not copy the index; for this reason, you must restore the notebook to the directory in order to access it.

You can back up one notebook at a time through the DOS Command Processor or through the File Copy Utility, but the back up notebook is not accessible unless you restore it to its directory.

The syntax of the Copy command when you are copying one notebook from the diskette on one drive to the diskette on another drive is as follows:

A: Copy filename drive:

For example, if you wanted notebook 0001 copied from the diskette on drive A to the diskette on drive B, you would enter:

A: Copy N0001.NBK B:

To use the File Copy Utility:

- 1. Choose File Copy from the System Utilities Menu. Press EXEC.
- Place the diskette with the notebook that you want copied in Drive A; place the diskette onto which you want the notebook copied in Drive B.
- 3. Leave the Input Drive as A on the Copy a File Utility Screen on a dual diskette drive. On a Winchester, enter C as the Input Drive. Leave the Volume ID blank, and after the File ID, enter the name of the notebook that you wish to copy. For example, if you want to copy the first notebook, 0001, enter NOOO1.NEK after File ID. Press EXEC. Figure 7-5 illustrates the way the Copy a File Utility Screen should appear if you are using a dual diskette drive.

Control of the second of the s

System	Utilities - Copy a File Belease
Default Pathname: A:/	
Input File Drive: A	Volume ID:
F17e ID: <u>N0001_NW</u>	

Figure 7-5. Copy a File Utility Screen

- 4. Enter B for the Output Drive on the next screen if you are on a dual diskette drive. If you are on a Winchester, enter A. The File ID under Input File and Output File is the one you entered on the previous screen. Press EXEC. A message appears that indicates that your notebook is being copied.
- Replace the diskette in Drive A with the System diskette if you are on a dual diskette drive, and press CANCEL to return to the System Utilities Menu.

7.4.1 Restoring a Single Notebook

When you back up only one notebook at a time, you must restore the notebook to a directory which contains an index in order to re-access the notebook. If you have lost the index, you must create a new one in order to access the notebook. You can create an index through the Create function of the PC Notebook. Once you create an index and an empty notebook, you can rename the backed up notebook with the same file name as the empty notebook. Then you can replace the empty notebook with the backed up notebook.

To restore a single notebook:

- Create an empty notebook on a formatted, empty diskette using the Create facility of the PC Notebook. When you use the Create function, you create an index as well. The new notebook has the file name NOOO1.NBK. Add no notes to the notebook.
- Rename the notebook that you wish to restore N0001.NBK using the renaming facility of the DOS Command Processor. The command for remaning a file is as follows:
 - A: Ren old filename new filename

For example, if the backed up notebook were NOO15.NBK, you would enter:

- A: Ren N0015.NBK N0001.NBK
- Use the Copy facility to copy NOOO1.NEK onto the diskette containing the empty notebook.

7.5 RECOVERING YOUR INDEX

If you accidently damage your index, for example, by removing your diskette before you terminate the PC Notebook, the PC Notebook provides a method of restoring the index. If the PC Notebook finds the index to be damaged after you make a selection on the PC Notebook Main Menu, a screen like that in Figure 7-5 appears. The cursor follows the question mark as follows:

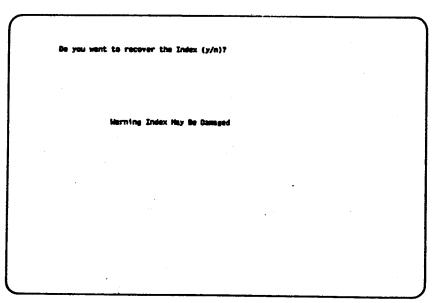


Figure 7-6. The First Index Recovery Screen

To recover your index:

Type in y for yes and press EXEC in response to the question "Do you want to recover the Index (y/n)?" A screen like Figure 7-7 appears. The cursor flickers on the space following Drive: _.

PC MOTEBOOK RECOVERY Index of Drive A

Please enter recovery destination:

Brive :_

Figure 7-7. The Second Index Recovery Screen

- 2. Type in the letter of the drive onto which you want the Index Recovery facility to place your recovered notebook. The new index is created temporarily. When it is copied back onto the original index, the temporary file is deleted.
- 3. Press EXEC. A number of messages appear indicating that the recovery is occurring. First, the recovery facility checks the disk space to make sure that there is enough space on which to place the index. If there is not, the message "Disk Space Exhausted" appears. In this case, you should either delete some files from the diskette or use a diskette with more available space. The last message: "recovery complete" indicates that the recovery facility has recovered your index.

CHAPTER 8
THE VOICE ATTACHMENT UNIT AND THE PC NOTEBOOK

The Voice Attachment unit is a special device that can supplement the functions of the PC Notebook. Through the combined capabilities of the PC Notebook and the Voice Attachment unit, you can search for a telephone number that you have placed in one of the notes and then automatically dial and redial the number. In addition, the Voice Attachment unit can amplify telephone sounds for conference calls. For more information about the Voice Attachment unit, refer to the The Professional Computer Voice Attachment Installation Guide.

8.1 ENTERING TELEPHONE NUMBERS INTO THE NOTEBOOKS

You can enter a telephone number anywhere in any note. If you enter more than one telephone number in any note, the Voice Attachment unit can only access the first one. If a person has two different numbers, you must use two different notes in order to access both of the numbers.

By using <u>special characters</u>, you can control some telephone features. The special characters are as follows:

• Two single apostrophes ('') placed before and after a set of digits indicate that the Characters enclosed are a telephone number.

Example: ''296-0010''

• An exclamation mark indicates that the Voice Attachment must wait for a dial tone before continuing.

Example: ''9!-235-1100''

 A backslash (/) inserted within the set of double apostrophes causes the Voice Attachment unit to wait five seconds before proceeding. This wait is useful on call progression monitoring when extraneous noises occur that the Voice Attachment unit might misinterpret.

Example: ''9!-235-1100/''

A percent sign (2) causes the Voice Attachment unit to begin dialing a phone with a pulse dial (usually a rotary dial). The plus sign (+) indicates that the end of the pulse number has been reached. Use the percent sign and the plus sign if you need to use two types of dials, a rotary and a Touchtone TM dial. For example, if you had a discount long distance phone service that you accessed by rotary dial, but needed to switch to a Touchtone TM dial to enter your account number, you would use the percent sign and plus signs in combination as follows:

Example: ''%925-1134+!254-7735''

The Voice Attachment unit assumes that it is using a Touchtone TM telephone unless you indicate otherwise.

The question mark (?) indicates that the button that turns the phone on and off (the switchhook) is lowered and raised quickly (flashed). On some corporate phone systems, a switchhook flash allows you to transfer a call. The ampersand sign (&) indicates that the Voice Attachment unit should continue operations without waiting for a dial tone. This function can be used in conjunction with the switchhook flash to transfer calls. In the following example, the Voice Attachment unit transfers the telephone call to extension 1234:

Example: ''?&1234''

The hookswitch flash sign can occur only at the beginning of a telephone number.

Aside from the <u>special characters</u>, there is a set of legal characters permitted in a telephone number. They are as follows:

- The numbers 0 to 9
- An asterisk (*)
- A pound sign (#)

In addition to special and legal characters, three additional characters are allowed in a telephone number to enhance the user's ability to read the numbers. They are:

- Spaces ()
- Dashes (-)
- Parentheses ()

For example, in the following telephone number, the Voice Attachment unit reads only the numerals 2173614452. It disregards the parentheses, the spaces and the dashes.

(217) 361-4452

Any characters aside from the three types of characters discusse previously are illegal and cause errors. The Voice Attachment unit does no dial a number which contains an illegal character. You must change it, as use only legal characters as follows:

Illegal number: ''ABC-1354''
Legal number: ''123-1354''

8.2 USING THE VOICE ATTACHMENT UNIT TO DIAL AND REDIAL YOUR NUMBER

To dial a telephone number automatically, follow these instructions.

- 1. Select the note with the phone number that you wish to call.
- Press the Voice Attachment command key (the key with the arrows pointing up and down as in Figure 8-1). The Voice Attachment takes over and begins to dial your number immediately.

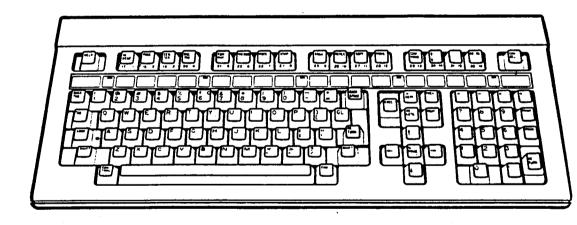


Figure 8-1. The Voice Attachment Command Key

3. Pick up the phone immediately when the screen in Figure 8-2 appears, or wait until the other party answers the call. If you choose to wait until the other party answers, the speaker in the Voice Attachment Unit amplifies the sound. You can hear the ringing or the busy signal without picking up the phone. The speaker stays on until you take the phone off the hook. If you do not pick up the phone, the Voice Attachment unit disconnects after approximately 30 seconds.

- 4. Press STOP if you wish to cancel your call. When you pick up the phone, however, the STOP key is disabled. If you wish to cancel a call after you have picked up the phone, press the switchhook on the telephone as you normally do, or put the phone back on the hook.
- 5. Press SHIFT + Subscript to automatically redial the most recently dialed number. The number need not be entered in a note in the PC Notebook. The Voice Attachment unit records the last number dialed even if you dialed it manually. If you did dial the number automatically through a note in the PC Notebook, you do not need to reselect the note. Pressing the appropriate command keys causes the number to be redialed.

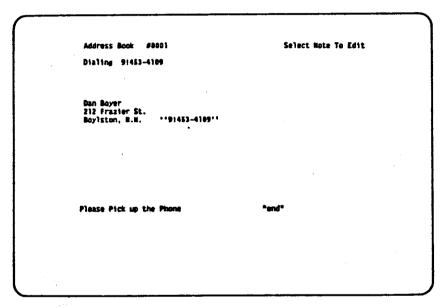


Figure 8-2. The Voice Attachment Screen

8.3 USING THE VOICE ATTACHMENT UNIT FOR CONFERENCE CALLS

The Voice Attachment Unit comes equipped with a special speaker that amplifies all telephone output. This device is particularly helpful in a conference when you want other parties beside yourself to hear the conversation.

After you have dialed your call and picked up the phone, you can turn the speaker on by pressing the PAGE key. The telephone sounds become amplified.

To turn the speaker off, press SHIFT + PAGE. The speaker turns off, and only the person on the phone can hear the transmission.

8.4 THE HEADSET OPTION

e Voice Attachment comes equipped with a telemarketing headset option (a starset). You can use the headset in place of the standard telephone or with the standard telephone. When you use the headset, you cannot use the speaker for conferencing. Plugging in the headset disables the speaker.

A message appears on the screen when it is time to accept your call: "Please Accept Call." To accept your call, press SHIFT + STOP. If you do not press the keys, the Voice Attachment unit disconnects the call after 30 seconds.

When you use the headset, the STOP key can cancel the call at anytime.

SHIFT + Subscript works in the same way with the headset option as it does with a regular phone in redialing your number automatically. For more information, refer to Section 8.2, <u>Using the Voice Attachment to Dial and Redial your Number</u>.

8.5 A SUMMARY OF COMMAND KEYS FOR THE VOICE ATTACHMENT UNIT

Table 8-1 summarizes the command keys for the Voice Attachment Unit. You can use these command keys in combination with the PC Notebook.

Table 8-1. Command Keys for the Voice Attachment Unit

Key	Function
Subscript	Dials the number once you access the note with the number in it.
SHIFT + Subscript	Redials the most recently dialed number. This key works without your selecting the note with the number in it with either a regular phone or one with an attached headset.
STOP	Cancels the phone call. With a regular phone, once you lift the receiver, STOP is disabled. With the headset, STOP can cancel the call at any time during the course of the call.

Table 8-1. Command Keys for the Voice Attachment Unit (continued)

Key	Function
PAGE	Turns the speaker on after you have accepted the call (for the telephone only).
SHIFT + PAGE	Turns the speaker off.
SHIFT + STOP	Allows you to accept the call when you are using a headset.

APPENDIX A MESSAGES

A.1 GENERAL MESSAGES

A number of messages help you with the PC Notebook. The message and its meaning is as follows:

g is as follows:	
<u>Message</u>	Meaning
checking disk space	When the recovery facility recovers your index, it checks to see whether there is enough disk space on which to put the recovered index.
(checking for more)	Under the Output option, this message indicates that the program is still running and that PC Notebook is checking to make sure all the notes that satify your search criteria will be printed.
creating recovery file	As the recovery facility recovers your index, it informs you that it is in the process of doing so.
DELETE?	Do you really want to delete this note? If you do, press EXEC. If you do not, press CANCEL.
Disk Space Exhausted	The data diskette is full. To continue using the PC Notebook, format a new diskette and insert it in the current drive. You must terminate the old notebook. If you want to expand rather than close your current notebook, create a notebook on the new diskette and enter the same notes onto it.
end	There are no more notes in the notebook.
Enter Text With EXECUTE	Use the EXEC key to enter your text into the notebook. If you forget to use EXEC, your

text will be lost.

Mes	sage
In	progress

Meaning

The program is still in progress, and the command that you entered is being executed.

Invalid Key

Press another key. This one is not the correct choice.

more

There is more text. Press NEXT to see more notes in the notebook.

No Next Screen

You have reached the end of the notebook as you scan it using NEXT.

No Notes Satisfy Request

The search has been unsuccessful. There are no notes with the search word or combination of search words that you have indicated.

No Previous Screen

You have reached the end of the notebook as you scan it using the PREV key.

No Text to Enter

You have not inserted any text for the PC Notebook to enter.

Not currently Available

The option you chose is not available at the moment.

Notebook Name Must Contain Text You have written nothing in the space provided for you to enter the notebook name. Enter text if you choose to change the name of the notebook. If you choose not to enter a new notebook name, press CANCEL.

Notebook Not Found

The notebook that you indicated cannot be found. Check to see whether the correct data diskette is in the drive or if you have entered the correct directory path if you are on a Winchester.

Please Press CANCEL

In Backup and Restore, pressing CANCEL returns you to the PC Notebook Menu.

Press CANCEL to Terminate After the message "No notes satisfy request," one option you have is to terminate the program by pressing CANCEL. Once in a notebook, press CANCEL to return to the PC Notebook Menu.

Press SRCH or NOTE

You can create new notes by pressing the NOTE key, or you can search for an existing note by pressing SRCH.

Message	Meaning
Press SRCH to continue	After the message "No notes satisfy request, one option you have is to continue the program by pressing SRCH.
recovery complete	The recovery facility indicates that the recovery has been successfully completed.
Searching	Your program is still running and the Pontebook is searching for the note(s) that you have requested.
Select Desired Note(s)	In output mode, this message indicates that by pressing INSERT, you can select the note: you wish to print.
Select Note to Edit	Move your cursor to the note that you wish to edit and press EXEC. You can then edit the note.
terminated normally	Striking CANCEL caused you to close you notebook and return to the PC Notebook Menu.
updating index	As the recovery facility updates the index, it informs you that it is in the process of doing so.
Warning: Disk storage capacity will be exceeded if you add notes to the notebook	There is not enough space on the data diskette for additional notes. Delete some obsolete notes or notebooks on the diskette if you can. If all notes and notebooks are essential create a new notebook on a new data diskette for the notes.
Warning: Disk storage capacity will be exceeded if you proceed	There is not enough room on the current data diskette for another notebook. Use a new diskette to create the notebook.
Warning: EXECUTE Will Delete Note	If you press EXECUTE, the note you have selected will be deleted.

Message

Meaning

Warning: Index Does

The PC Notebook cannot find the the data base Not Exist containing all of the notebooks. It may be accessing the wrong drive. Check your driv to make sure that the drive with your data

diskette is in the current drive.

Another cause for this message is that You may have a formatted empty diskette. If so, you must create a notebook before it can be read by the PC Notebook.

Warning: Index May Be Damaged

Your index may be damaged because the PC Notebook may not have been terminated properly. The data diskette may have been removed in the middle of execution or a power failure may have occurred. Use the recovery facility to recover the index. If you have a backup copy of the index on another diskette, you can also copy it onto the current

Warning: Notebook May

Damaged

The PC Notebook was not terminated. The data diskette may have been removed in the middle of execution or a power failure may have occurred. Use your backup diskette to recover the notebook by copying the notebook from the backup diskette onto you current data diskette.

VOICE ATTACHMENT MESSAGES

There are a number of messages related strictly to the Voice Attachment facility.

diskette.

Message	Meaning
Dial Hardware not present	Check to see if the Voice Attachment unit is hooked up to the PC. Refer to the The Professional Computer Voice
	Attachment Installation Guide.
Dialing	The Voice Attachment is currently

dialing your number.

Message

Invalid Phone Number

Meaning

Invalid characters are included in the telephone number. You can use up to 50 characters between the quotes in your telephone number, 32 excluding special characters (spaces, dashes, parentheses). You may have used either more than your 50 characters, or more than 32 legal characters excluding the special characters.

The Voice Attachment unit might be reading your number incorrectly. Check to make sure the two single quotation marks demark both the beginning and end of the telephone number in directory. If you are using a double quotation rather than two single apostrophes, this message can appear.

Please Accept Call

Please Pick up the Phone

Unable to complete dialing

Unsuccessful dial

Press SHIFT + STOP to accept your call if you are using a headset.

The Voice Attachment is dialing the phone and asks you to take control of the operation.

The dial tone is retained despite an attempt by the Voice Attachment unit to dial the phone. For example, you might be trying to dial a Touchtone TM dial with commands for a rotary (pulse) dial.

There was no dial tone. There might be a hardware problem. Check to see whether the Voice Attachment unit is connected correctly.



APPENDIX B
USING DUAL DISKETTES

To use the dual diskette drive:

- Start your system, putting the System diskette in Drive A.
- 2. Enter Notebook after the prompt as follows:

A:Notebook

- 3. Remove the System diskette from Drive A before pressing RETURN, and replace it with the PC Notebook diskette.
- 4. Place a formatted, empty diskette into Drive B. This diskette will be used to store your notebooks. Figure B-1 shows how to place the diskettes into the drives.
- 5. Press RETURN. The PC Notebook Menu appears and you can choose your options.

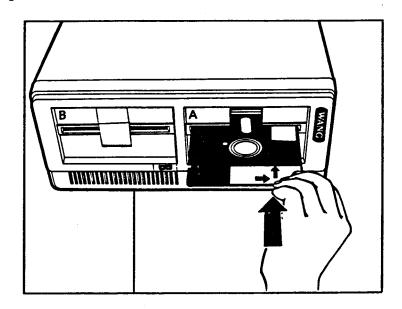


Figure B-1. Putting the Diskettes into the Drives



APPENDIX C USING A WINCHESTER DRIVE

The Winchester Drive's access time is faster than that of the diskette drives and requires an understanding of its file structure. This appendix explains how to access the files on the Winchester.

C.1 How to Utilize a Winchester Effectively

To run the PC Notebook from the Winchester, you must copy the files in the PC Notebook onto the Winchester. Although the file structure of a Winchester disk is identical to that of a diskette, it is advantageous to structure the files on the Winchester differently from those on a diskette because of the inchester's large size. This section presents a recommended means of using a nichester.

The Winchester can use up to 128 file names in its main directory. The subdirectory facility allows you to create an unlimited number of additional files.

The following table displays a number of commands that you enter after the prompt (C:) and their functions in accessing the Winchester file system.

Table C-1. Commands Useful in Accessing Files on a Winchester

Command	Function
C: cd	Gives a reading of the directory that you are currently in.
C: cd/	Takes you to the top of the tree.
C: cd/subdirl/subdir2/	Indicates the route to the subdirectory that you are attempting to access.
C: md subdirectory	Creates a subdirectory of the same name you specify.
C: md subdirl/subdir2	Creates a branch subdirectory (subdir2) under the directory subdir1.

2 Table C-1. Commands Useful in Accessing Files on a Winchester (continued)

Command		Function
C: dir/general/progl/notebook		Displays all the filenames in the PO Notebook by mapping out the route to where they are found.
C: dir/		Displays all the filenames stored on the disk.
C: rmdir/directory name		Removes directory from the path providing you are one level above the directory you wish to remove.

C.2 CREATING A SUBDIRECTORY ON A WINCHESTER DISK

Before you can copy the PC Notebook files onto the Winchester, you must create a subdirectory in which to place them. To create a subdirectory, use the Make Directory command as follows:

C:md /subdirectory name

Using this command, you create a new directory as a subdirectory under the directory you are currently in. For example, if you were in progl and wished to create the notebook file you would enter the following commands to create a subdirectory under progl:

C:md /notebook

If progl were a subdirectory of general, you would enter the whole directory path.

C:md/general/progl/notebook

For more information concerning the directories on the Winchester, refer to the The Wang Professional Computer Introductory Guide.

C.3 COPYING THE PC NOTEBOOK FILES ONTO THE WINCHESTER

To copy the PC Notebook onto the Winchester:

 Create a subdirectory as described in Subsection C.2. For example, you could enter the following command if progl were a subdirectory of General:

C:md/generalprogl/notebook

2. Make sure that you indicate the file path when you try to access your subdirectory.

C:cd /general/progl/notebook

Using a Winchester Drive

- 3. Place the PC Notebook diskette in Drive A (the diskette drive).
- 4. Enter the following commands to copy the PC Notebook files onto the Winchester:
 - C: copy A:*.exe
 C: copy A:*.msg
 C: copy A:sysnote
- 5. Alter the Application Menu to create an entry for the PC Notebook as described in Appendix D, <u>Creating a Menu Selection for the PC Notebook</u>.

APPENDIX D
CREATING AN APPLICATIONS MENU SELECTION FOR THE PC NOTEBOOK

You can create your own menu selection on the Applications Menu. In this way, you can call upon the PC Notebook through the use of menus, rather than through the DOS Command Processor. For further information, refer to the instructions in <a href="https://doi.org/10.1007/jheart-10.1007/jhea

The procedure is as follows:

- 1. Select System Utilities on the software from the Main System Menu.
- Select Modify System Menus from the System Utilities Menu. The Interactive Menu Design Utility screen (Figure D-1) appears.

•	Mane Professional Computer Enteractive News Design Utility Release	
Select desired option		
	Create New menu Edit existing menu	
Menu F11e Id:		
On Ortve:		
	•	
		.·

Figure D-1. The Interactive Menu Design Utility Screen

3. Select the Edit existing menu option on the Interactive Menu Design Utility menu. When you press RETURN, the cursor positions itself on the blank space next to Menu File Id. Since you are changing the Applications Menu, enter:

APPMENU, DAT

Enter the drive which holds the System diskette. For example, if the System diskette is in Drive A, enter A. If you are using a Winchester disk, enter Drive C as follows:

On Drive: C

- 5. Press EXEC and a second Interactive Menu Design Utility screen appears. This one allows you to change the header of the Menu screen. Since you only want to add a menu item, press EXEC to proceed. The Applications Menu Screen appears with its current entries.
- 6. Choose "Add new entry" as from the list of options at the bottom of the screen as shown in Figure D-2.

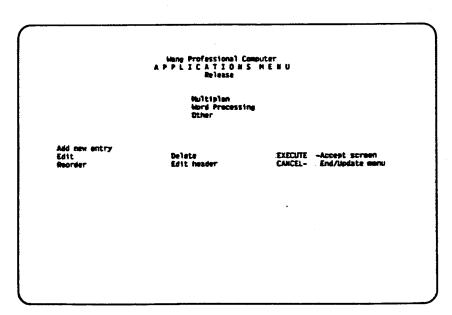


Figure D-2. Choosing "Add new entry" from the Applications Menu

7. Position the cursor one line above where you want to add the menu item. Press EXEC. For example, if you wanted to add the menu item below "Word Processing" on the following menu, you would move the cursor and acceptance block to "Word Processing" and press EXEC. The following screen appears:

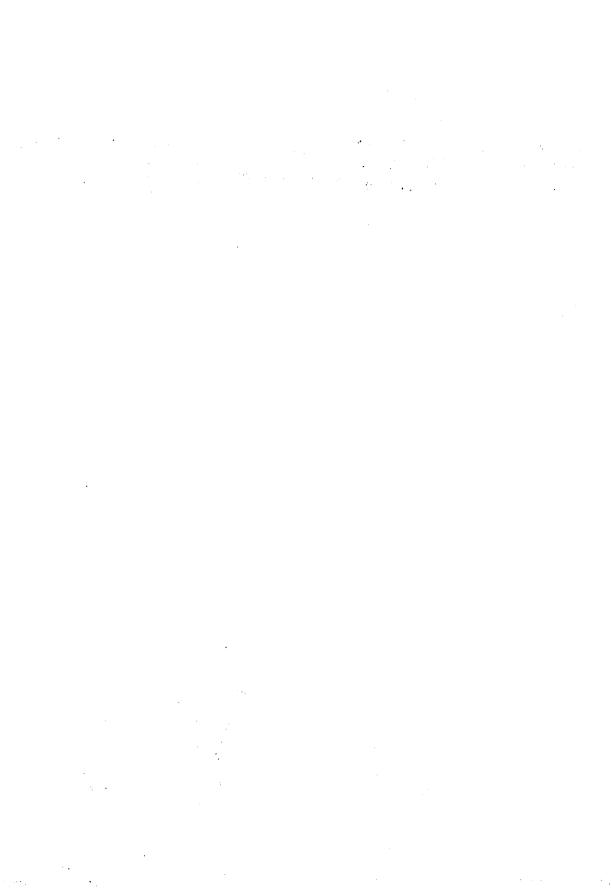
		Mane Professional (IPPLICATION Release	Computer S M & N U	_
		Multiplan Nord Process	ing	
		Other		
File Id of mo Module type:	dule to invo Henu Program Other	ike: Internal Command.com	On drive:_ EXECUTE - Accept screen CANCEL - Cancel	

Figure D-3. Changing a Menu Item

- 8. Enter PC Notebook as a new menu item.
- Press the RETURN key to bring the cursor to the lower menu, and answer the questions as follows:
 - File Id of module to invoke ____NOTEBOOK.EXE
 - On drive A, B, or C
 - Module type: program

Each time you answer a question, press RETURN to move the cursor to the next item. Notebook.exe is the PC Notebook program which the system must access to supply you with your menu choice. You enter whichever drive from which the PC Notebook diskette will be read. The module is a program.

- 10. Press EXEC to enter your choices and save the updated menu.
- Remember to change the directory path each time you want to run the PC Notebook on a Winchester drive so that the processor knows how to access the PC Notebook file.



APPENDIX E
PC NOTEBOOK FILENAME CONVENTIONS

There are two names associated with each notebook that you create: the user name that you give it under the Create function (such as Addresses for Personnel as in the case of the model notebook) and a filename that the PC Notebook gives the notebook automatically. Each user name is associated with a filename. On the Notebook Selection Menu, the number that appears on the right-hand side of the screen after the user name is an abbreviated form of the filename. The Notebook Selection Menu below (Figure E-1) shows the abbreviated file names after each notebook user name.

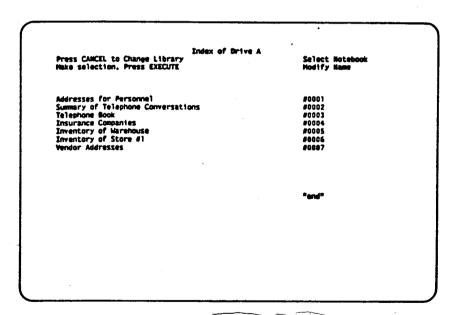


Figure E-1. The Notebook Selection Menu

From Figure 3-1, you will r sequentially in the order that the following form on the Motebook Selecti notebook number is 50001; the second notebook number is \$3150.

The notebook filanames are asso: Selection Menu. To form the file manthe Notebook Selection Manu in the fold

- Drops the providisign (#) from Adds an initial N to the much
 - Adds an extraction .NBK

For example, the file mame for Addr. filename for Summary of Telephone filename for Vendor Addresses is MOG directory listing. For example, when whole PC Notebook, the model notebook

The PC Notebook creates one in Normally, you only use one directory through one directory in the Winches: .: access all the notebooks in the same i... contained wholly on the same diskette.

Each directory or subdirectory & is particularly important, therefore, 2000 create only of directory or subdirect if you want to access all of them at one directory or subdirectory, the R of your notebooks at any one time.

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APPENDIX F
THE DATA BASE OF THE MODEL NOTEBOOK

The following are the notes in the model notebook. If you alter your model notebook and you want to use it for training later, enter the notes in the order that follows:

Select Note to Edit

·
-

Figure F-1. Screen One of the Model Notebook

Addresses for Personnel #8	Select Note to Edit
leor Schrader 234 Wing St. Provincetown, MA	•
Paula Anthony 961 Tulip Place Newport, NI	•••
Gregory Turpi: 9 Maiden Lane Bover, DE	
Erica Housemen 222 Strawberry WHT Ad Mewark, NJ	
Jonah Prentiss & Warren Ave. Boston, MA	***************************************
	"more"

Figure F-2. Screen Two of the Model Notebook

	Select Note to Edit
Addresses for Personnel #0:	21 Spiece more to Tota
Paul Horris	
2 Bow May	
Franingham, MA	•60
Ayse E. Ozcayir	***
136 Payne Dr.	
Madison, #J	
Erica LaChoix	
16 Jazz Lane	
New Drieans, LA	
Annelise Platt	
47 Jane St.	
St. Albans, VT	
Ernest Pincher	
332 Novel St.	
Salem, MA	•
	"end"
	50

Figure F-3. Screen Three of the Model Notebook

The Data Base of the Model Notebook

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